





## Presented by Daniel Sih, co-founder of Spacemakers

Places are limited and tickets are \$50 per person.

This seminar is worth 2.5 formal CPD point on completion of the seminar activities.

## **Email Ninja Workshop**

Email has become the dominant form of communication in most workplaces. Increasingly people report that their inboxes are out of control. If this is you, a clear plan is essential to manage this endless stream of information in a timely, efficient and stress-free way.

This practical course will transform the way you work by helping you to understand, organise and process your inbox. Our road tested email practices can be applied as soon as you return to the workplace to help you process your inbox to zero everyday!

