



## Email Coaching Packages

### Email Smart Coaching Packages

Our Email Coaching Packages will show you how to transform your relationship with email and put into place best practice email processes that will allow you to focus on your real work, not email.

And the best bit? Not only will your Inbox be under control but you will free up a minimum of 45 minutes every day.

### Email Mastery Coaching Package

This package will get you back in control of your email and your workload. We assess your current email practices and help you put into place processes that mean that you never have to worry about email and Inbox overload again.

Includes:

- Initial 30 minute email assessment
- 90 minute one-on-one coaching session at your desk
- 30 minute follow-up session
- Step-by-step handout for key processes
- Series of Establish the Habit emails to reinforce key learning

Package rate: \$495.00

### Email Powerhouse Coaching Package

This package will get you back in control of your email and your workload; and will also show you key strategies that will allow you to create powerful emails - emails that get results every time. Perfect for people who deal with clients via email. ( And these days, who doesn't?)

Includes:

- Initial 30 minute email assessment
- Two 90 minute one-on-one coaching session at your desk
- 30 minute follow-up session
- Step-by-step handout for key processes
- Series of Establish the Habit emails to reinforce key learning

Package rate: \$695.00

### Like more information?

Contact Jani Murphy on 0438 699 153 or email [jani@emailsmart.com.au](mailto:jani@emailsmart.com.au).