



Feedback from sample of Executive PA Media participants (December 2020)

Your rating of the overall program (from 1 to 5)

Content of the program	5.00
Degree of relevance for you and your role	4.60
Take-away value for you	4.80

Best takeaways from the program

- To be in control of my inbox rather than it controlling me!
- Steuart is a brilliant teacher. Very clear and easy to follow. Triage view is excellent and has "revolutionised my inbox". Having only one filing cabinet saves time and is so much quicker. I am excited to take the next steps and implement this all to my Exec's emails so he and I can work as one
- Opening up in calendar, triage set up for emails
- Triage view, drafts, auto correct quick steps
- The Triage view and the 4D

About the presenter and presentation style

- Hands on training with interaction to make the changes as you go along and not put it off until later - which never happens.
- Steuart was engaging, friendly, clear and has patience. Great presenter. Style of presentation was easy to follow during the sessions and when revisiting solo
- Lots of show and tell and always answered my questions swiftly and thoroughly
- Clear, concise and patient
- Friendly, informative and easy to understand

What would you tell someone who was thinking about doing this program, based on your experience?

- I thought I was doing pretty good with my emails before I joined the program but now, when I know how good and efficient I can really be - it has been a game changer. This course exceeded my expectations many times over! I feel confident and more in control of my inbox and calendar.
- It's a game changer! My emails were out of control only because I didn't finalise them. I now feel in control and will be able to pass my knowledge onto others and get my boss's emails under control.
- Easier viewing, processing of emails and learning not to look at your inbox constantly. Saw the advert in Executive PA Media email. Expectations exceeded that I was expecting. I feel more confident in managing email box. A breath of fresh air.
- Definitely worthwhile doing! There are so many tips and tricks that are straightforward to implement so you can be in control, more efficient and more effective.
- Do it!! It will change your working day for here on.

In summary

- This workshop has changed my work life, I can now sleep at night knowing my emails are under control. Definitely worth every cent!
- Steuart provides a powerful set of tools & techniques that every PA/EA should consider. His delivery and easy to follow instructions is a game changer from day 1. By 'revolutionising the inbox' Steuart has provided me with the knowledge to improve my and my Executives working day 100%. I am able to free both my, and my Executives thoughts from what we need to remember and am able to deliver in a timely manner on the projects and tasks at hand. Thank you Steuart - you are a game changer!!
- Steuart presented a well-planned, life changing program that has made my inbox looking slimmed down and manageable enabling me to focus more on tasks and not constantly looking at the emails pile up. I feel at the end of the day I have accomplished a lot more and puts a smile on my face.
- Great program and highly recommended. The ability to review the workshop recordings later was a life-saver when work commitments prevented my ability to attend in person.