

# STAYING ON TOP OF THE INBOX

Control, Organize, and Communicate Efficiently with Email



## PROGRAM DESCRIPTION

If you keep more than a screen shot of email in your in-box, you need this program! Email has become the productivity bane of modern corporate employees, the ball-and-chain that keeps them stuck at their desks for hours every day. They wade around, desperately trying to sort, respond to, and organize messages. Pending items fall through the cracks. Email for long-term projects sit in the inbox and collect dust. Employees hit "Reply to All" to 17 people and create hundreds of "Me too!" responses that add nothing to the conversation and waste everyone's time. ENOUGH! Take this course and get and stay on top of your email, once and for all.

## COURSE OBJECTIVES

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| » Determine if email is the appropriate medium to communicate your message                                     | » Discover simple tricks to reduce information overload and decrease volume by 50%                    |
| » Compose clear, concise, correct, and conversational messages to convey the desired tone                      | » Use email to set reminders, track delegation, and organize "pending" messages                       |
| » Reduce obsessive-compulsive email disorder and control your actions  | » Increase your processing speed and get through 100 messages in record time                          |
| » Avoid time-wasting email behaviors that slow down the recipients of your email and generate excessive volume | » Discover inbox tricks to increase efficiency, such as coloring, sorting, and running rules          |
| » Discuss today's commonly accepted courtesies and protocol for sending and responding to email                | » Witness amazing, little-known Microsoft Outlook tricks and tips that will save you countless hours! |
| » Agree on guidelines that your team or organization will follow   | » Develop a systematic method to keep the inbox empty and stay in control                             |