

Central Michigan University HRD
Taming Email and Office Clutter Beasts: Key Strategies
Powers 136 – Approximately 45 attendees
January 22, 2009 1:00-4:00pm
Randall Dean
Point Scale: 1-5 with 5 being “Excellent”

THE WORKSHOP PROVIDED RELEVANT AND PRACTICAL INFORMATION.	4.902
THE WORKSHOP MET THE STATED LEARNING OBJECTIVES.	4.829
THE FORMAT AND VARIETY OF ACTIVITIES WAS APPROPRIATE.	4.725
THE PRESENTER(S) HAD AN EFFECTIVE STYLE AND DELIVERY.	4.829
THE PRESENTER(S) WAS KNOWLEDGEABLE IN THE SUBJECT MATTER.	4.902
RATE THIS WORKSHOP OVERALL.	4.829

WHAT WAS THE MOST EFFECTIVE ASPECT OF THIS WORKSHOP?

- I like that presenter spoke quickly - fast talker makes session feel like it passed quicker.
- Email portion of seminar.
- So many tips and tricks you didn't know about to try!
- Ideas with flexibility.
- Ideas we can actually use!
- All the different ways I can use my email account more efficiently.
- Learning email rules/techniques.
- Presenters' energy.
- Gave actual suggestions that can be used immediately.
- Key tips in a power-point that was explained in detail.
- How to handle old e-mail, new system.
- Useful info that can be put to immediate use.
- Randy is one of the most dynamic speakers I have ever heard anywhere!
- Practical tips - organized & do-able.
- Good advice.
- Organizing - setting up folders.
- Practical solutions.
- Computer ideas.
- Having the handouts made it easier to focus on the material instead of having to take tons of notes. Plus, Randy's style & material are easy to follow.
- Most all info was relative.
- Reinforce tips throughout.
- Tricks and tips.
- Helpful ideas to get myself organized.
- Ideas for organization.
- I learned some practical ideas, & the combination of lecture, power-point, handouts & humor were appreciated.
- On track, presentation flowed with valuable information.
- All the tips.
- Learning new tips.

WHAT SPECIFIC ACTIONS WILL YOU DO DIFFERENTLY ON THE JOB AS A RESULT OF THIS PROGRAM? PLEASE BE SPECIFIC.

- Try to touch papers one time.
- Trim my folders. Organize my emails into folders. Get non work stuff off work email.
- The amount of time spent on emails.
- I will try to do the three minute rule. Also consider setting up a personal email system.
- Creating folders and files (hardcopy & electronic) organizing physical workspace so active files in reach.
- Am going to create new habits.
- Email will be organized.
- Better control over email & tasks.
- De-clutter my email.
- Re-organize.

- Strive for "zero" inbox. Three Accounts.
- Will take time to go through the recommended steps to get my inbox down to 50!
- 1. Reduce email clutter (inbox). 2. Reduce office clutter. 3. Change so it searches for new messages less frequently.
- Three minute rule.
- Sorting parallel paper/email systems.
- I will organize my work area better. I will clean out & up my email.
- Become more organized, take time to save time.
- Stop being a "blinger". Don't allow more than 20 emails in my inbox at a time.
- Less time on email. More effective use.
- Use outlook better.
- Complete reorganization of my office & tweaking of my e-filing system (email and hard drive).
- Become more organized.
- Drag and drop on outlook. Streamline folders.
- Handle items once only.
- I like the tickler file & task bar. Getting email under control.
- Establish email, paper, hard drive file system.
- I like the tickler file system & the 3-minutes rule!
- Work on filing system & putting email, hard drive & file folders under same system.
- Organize my desk space. More files on computer & hard copy.
- Filing by months. Ghost/settings on outlook.

WHAT ASPECTS OF THIS WORKSHOP SHOULD BE IMPROVED (TIME ALLOCATION, FACILITY, TYPE OF ACTIVITIES, MEDIA, ETC.)?

- Good setting.
- All good.
- Shorten to two hours if possible.
- Great location! Much better than Ronan. Use powers more.
- None.
- Add a little more time to presentation.
- All good.
- Be clear earlier on as to location.
- It was GREAT!
- More activities.
- Do workshop in a computer room. More time for questions & hands on learning.
- Nothing that I can think of.
- Hard to see screen.
- Distribution of most likely materials (book marks, etc.) to all participants along with the handouts.
- N/A. (x2)
- Time management.
- I would recommend having two packets & have attendees choose which style - packet was confusing.

WHAT SPECIFIC FEEDBACK DO YOU HAVE FOR THE PRESENTER(S)?

- Well done & enjoyable.
- Enjoyed the presentation.
- Very interesting - held my attention.
- Don't expect the audience to read and listen at the same time - research has shown our brains don't work well that way.
- Great job! Wonderful presentation style, very engaging, good hands-on interaction & sense of humor.
- Very helpful. Thank you!
- Great job! (x3)
- More handouts would be great - you ran out of bookmarks.
- Great presentation.
- Volume of information quite extensive & speed of delivery almost made me anxious - kept my attention, but don't always enjoy the "crunch" feeling.
- Keep it coming.
- Good stories but cut time in half.
- Randy, you really know your subject and how to present it!
- Keep coming back - great presentation!
- Mention page numbers. Repeat & show 2 or 3 main visuals/lists.
- Fabulous presentation style. Thank you!

- Thank you.
- Most of the "spam" portion was common sense & led to off-topic sharing. "Let's talk 'Spam'" slide could be deleted. Otherwise, great presentation.
- Great personality for presenting.
- Fast speaker & to the point - thank you!
- Great job. Return to us. Great idea to check up with us.
- Very good, energetic delivery, but I sometimes felt material was slightly disorganized. (perhaps handout was out of order?) I got lost a few times, I found out I am already using the email & documents tricks & techniques in filing, I just didn't realize it was a good thing! Because I have saved so much info!
- Randy - you were very energetic and excited about you presentation, made it very easy to follow & stay involved.
- Great energy!

WHAT WORKSHOPS OR TOPICS WOULD YOU LIKE TO SEE OFFERED?

- Opportunity for someone to come to an individuals own office to give organizing hints to them specific.
- How to bring courtesy into emails.
- Best use of outlook.
- Part II he mentioned.
- More of this.
- Advanced outlook use.
- Time management.
- Love what is offered.
- Use of outlook/entourage to maximize the programs capabilities. Needs to apply to both programs (or have one program about each) since we're not a PC-only campus.
- Outlook - tricks and training.
- His other workshop with outlook.