

Taming The Email and Office Clutter Beasts: Key Strategies
University Center – Lake Michigan Room – Central Michigan University
Wednesday, November 19, from 1:00 – 4:00pm
Randall Dean: Presenter Attendance: Approx. 50

THE WORKSHOP PROVIDED RELEVANT AND PRACTICAL INFORMATION.	4.897
THE WORKSHOP MET THE STATED LEARNING OBJECTIVES.	4.828
THE FORMAT AND VARIETY OF ACTIVITIES WAS APPROPRIATE.	4.724
THE PRESENTER(S) HAD AN EFFECTIVE STYLE AND DELIVERY.	4.793
THE PRESENTER(S) WAS KNOWLEDGEABLE IN THE SUBJECT MATTER.	4.931
RATE THIS WORKSHOP OVERALL:	4.897

WHAT WAS THE MOST EFFECTIVE ASPECT OF THIS WORKSHOP?

- Screen to show process.
- Outlook tips & suggestions & "3 minute rule" (x2).
- So many ideas, quick morning, relevant power point, used tools we use at CMU.
- Tips for e-mail control.
- All of it!
- Time management tips.
- Energy/passion/hope for doing it different.
- All of your tips.
- Email organization tools.
- Specific outlook examples.
- Relevance to my own situation.
- I like going into outlook and seeing how to do stuff.
- Power point demo was great.
- Tips/techniques.
- The explanation of your daily route & step-by-step how to.
- Very relevant and interesting.
- Volume of information. Actual screen shots.
- Whole presentation was outstanding - my head is so full! Thank you - definitely a great investment of time.
- The presenter.
- Filing system for papers and e-mail.
- Suggested process.

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

- Work on my "clutter" & e-mail account by using his techniques.
- Utilize outlook more.
- Prioritize more effectively.
- Send e-mails to file folders for review.
- I'm happy to say that I do a lot of the things Randy mentioned. I just need to continue to be proactive & control the situation and not let the situation control me.
- I am definitely going to implement Randy's suggestions.
- Use "signature" tool for commonly used replies.
- Commitment to short e-mail list - better folder use.
- Tackling it step by step.
- Organize workstation cockpit.
- Take the time to organize my office.
- Appearance of workspace and organization. Better managements and placement of files.
- De-clutter my desk - set my priorities in order - set up folders.
- Priority file establishment.
- Clean up the piles.
- Attempt to get e-mail inbox under 50.
- File clutter - organization (paper). Nice to know I'm doing some things already - just need to continue or follow through.
- Tickler file & priority sort.
- So much information - excellent tips.

- File - priority box.
- Get rid of piles! - Label files differently - Start tickler system.

WHAT ASPECTS OF THIS WORKSHOP SHOULD BE IMPROVED?

- Longer session so Randy can speak slower & have more time for questions.
- N/A. (x2)
- Time allocation & time management.
- Moved very quickly through applications, won't remember - however, offer of pod cast ect. at end should take care of this.
- Offer it several times per year.
- Chocolate.
- Longer - refreshments - coffee!
- Longer time.
- Hard to see screen.
- Written step by step e-mail processes.

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

- Informative & good information.
- He's very gregarious & upbeat, which makes the drudgery of organizing fun.
- Thank you!
- Please come again!
- Very good.
- Wonderful tips!
- Great job! (x3)
- Nice job.
- Great presentation.
- Excellent! Very enthusiastic.

WHAT WORKSHOPS OR TOPICS WOULD YOU LIKE TO SEE OFFERED?

- Longer, focus just on physical clutter - stacks of filing.
- N/A.
- Other strategies for 'making more time'.
- I will be attending his outlook session.