

TAMING the E-MAIL BEAST

**35 Key Strategies
for Better
Managing
Your E-mail
Overload
(and Regaining
Your E-mail
Sanity!)**



**An Essential
Guide
For *Effective*
E-mail
Account
Management**

By Randy Dean



***The E-mail Sanity Expert*
and "*Totally Obsessed*"
Time Management Guy**

Helping Out-of-Control E-mail Accounts Across the World