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February, 2008

FOR IMMEDIATE RELEASE

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Can you really get your professional e-mail inbox down to ZERO? This e-mail expert says not only that you can, *but that you should!*

(East Lansing, MI) – Many professionals battle with hundreds of e-mail messages a day, and currently have e-mail inboxes holding hundreds (if not thousands) of old messages. Valuable time is lost wading through overflowing inboxes and reading (and re-reading!) messages that are neither urgent nor important. All of this adds to the building stress and reduced productivity related to e-mail excess that is plaguing many workers today. The statistics are telling: recent studies show that 25% or more of the typical workday is spent dredging through e-mail and that fully 30% of professionals are checking their e-mail 20 or more times per day; but our research indicates that fewer than 5% of busy professionals and executives have been properly trained on how to correctly utilize the powerful resource of e-mail. This has led to many common – but poor – e-mail habits that are increasing workplace and personal stress and reducing productivity.

Randy Dean, a national-level speaker and trainer known as the “Totally Obsessed” Time Management Guy and E-mail Sanity Expert, has compiled several highly effective strategies to help his clients better manage their e-mail insanity and tame their e-mail beasts. Author of the new book, “Taming the E-mail Beast: 45 Key Strategies for Better Managing Your E-mail Overload (and Regaining Your E-mail Sanity)”, Randy has developed systems that not only help professionals more effectively manage the new e-mail messages they get every day, but also helps these same professionals get the older e-mails clogging their account properly organized, filed, and/or deleted. Randy even argues that you *should* get your account to zero at least once a week, if not every day, and that you can do this only checking your e-mail 3-5 times per day.

In a matter of days, professionals with literally thousands of e-mails can get their inboxes down to ZERO, and then maintain their e-mail account near that level moving forward. Related e-mail stress can be reduced significantly, and productivity greatly enhanced, using Dean’s proven techniques to regain control of e-mail and simplify the workday. These “e-mail sanity” systems have been successfully used by busy professionals in Fortune 500 and major academic institutions across the U.S. and Europe.

Randy is available to discuss these e-mail sanity strategies and spread the word on how to “tame those e-mail beasts”. To learn more, visit www.randalldean.com or www.emailsanityexpert.com. (Media members: please contact me using the information above to request interviews.)

Note: Preview copies of Randy’s book in e-book format are available for media members. Please let us know if you would like to receive a preview copy.