



Courses and Programs by:

RANDY DEAN

The "Totally Obsessed" Time Management/E-mail Guy

Make *Randy Dean, MBA*, author of the recent Amazon.com e-mail bestseller, *Taming the E-mail Beast*, your preferred source for advanced time and technology management, e-mail management, and smart phone/personal digital assistant (PDA) speaking, training and consultation. Randy has 20 years of experience using and teaching advanced principles of time and project management and personal organization, including several years of experience teaching advanced e-mail and SmartPhone strategies. He delivers entertaining and informative speaking programs for your association meetings, leads customized training programs for managers and professionals in your company or organization, and also provides individual or small group consultation on time management, e-mail, and personal organization strategies that will greatly enhance the productivity and effectiveness of your staff.

"Fabulous job! Excellent summarization and synopsis of key issues in time management. Innovative and creative approach to complete what is important and fulfilling in life."

**- COLLEEN McCAFFERTY
UNIVERSITY OF PITTSBURGH**

OUR SPEAKING/TRAINING PROGRAMS:

Randall Dean Consulting & Training, LLC offers the following standard programs, as well as customized programs in the related areas of time & e-mail management, office organization, and related technology.

- *Ending the Office Clutter: Managing Your Workstation, Information, and "Stacks & Piles"*
- *Managing & Leading Great Staff & Team Meetings* (1 – 2 Hours)

FEATURED PROGRAMS:

- Randy's most popular program: *Taming the E-mail and Info Overload Beast: Key E-mail & Info Mgt. Strategies* (1–3 hrs.)
- Randy's "flagship" program: *Finding an Extra Hour Every Day: Time Management Strategies for Busy Managers, Leaders & Professionals* (1 hour up to a full day!)
- "Finding an Extra Hour" for Outlook users: *Optimizing Your Outlook: Time Management Tips and Techniques for Busy Outlook Users*
- *Time Management in "The Cloud": Using Google Apps for Time, Life, Work, Project, & E-mail Management*



Randy Dean delivering a recent program at The Fisher College of Business, Ohio State University

RECENT CLIENTS/PROGRAMS:

The University of Chicago Graduate School of Business
Westinghouse Electric Corporation
U.S. Health & Human Services Office of the Inspector General
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"Randy's enthusiasm and excitement will make you want to apply his principles immediately. You won't regret his workshops."

**- KATHLEEN CAVANAUGH
THE FETZER INSTITUTE**