

Tame Your Email Beast and Improve Your Productivity

With the help of Time Management Expert Randall Dean

Solution Benefits

Taming the Email Beast (60-90 minutes)

This program gives attendees clear steps and recommendations for increasing their email efficiency and organization so that they can be more productive in a shorter amount of time.

In-depth Taming E-mail for Outlook Users (2 hours)

This training session includes all the information available in the shorter Taming the Email Beast program but also includes detailed information on how to use additional e-mail capabilities in Microsoft Outlook.

Taming E-mail AND Office Clutter (3-4 hours)

For those that need to go beyond just email, Dean offers this course that details best practices approaches allowing professionals to realize a clean, productive workstation in addition to a more efficient email management strategy.

“I went from having 3,800 e-mails in my inbox to having only three. What a GREAT feeling!”

- Actual Program Attendee Comment

If you feel like you are continuously getting buried under an ongoing stream of both useful and useless e-mail, you're not alone.

Better yet, you, your staff, and your group/ association members now have a cure to this ailment that affects millions of professionals daily.

Randall Dean is one of the nation's leading experts on time and email management strategies. He is a professional speaker, trainer, and author who has developed a system for controlling your email in an organized and effective way.

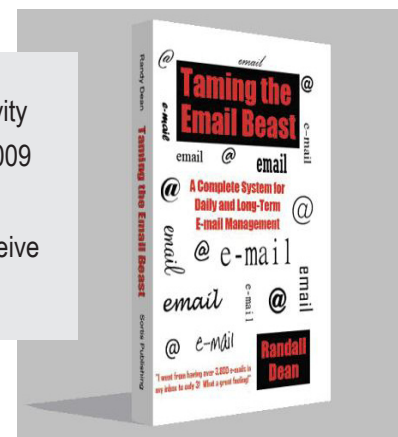
His comprehensive “Taming the E-mail Beast” programs can fit the needs of any business professional, organization, or association. Attendees to his 60 or 90 minute program will learn proven strategies for increasing email and work efficiency by creating an “e-mail infrastructure” and following a thorough “decision tree” for handling, prioritizing, and managing e-mails.

Attendees will learn how to get rid of all those “quick little” e-mails once and for all, handle CC's and forwards, and how to mitigate or even eliminate much of that annoying and costly junk and spam email. Randall's other program options include a 2-hour In-depth “E-mail Only” seminar that adds additional best practices for using Microsoft Outlook, and a 3-4 hour program on Taming E-mail AND Office Clutter. This course instructs professionals how to be clean, efficient, organized, and productive in their e-mail activities and at their workstation.

Randall will help you, your staff, and your members to get their email back under control and keep it there moving forward. With his help, you can finally regain your e-mail sanity, giving you added time to complete your other tasks and priorities on a daily basis.



Randy Dean is the author of the productivity sensation, “Taming the Email Beast,” a 2009 book that outlines many of the same strategies that seminar attendees will receive at any of his courses and more.



Tame Your Email Beast

Randall Dean's one-hour version of his Taming the E-mail Beast seminar includes:

- Understanding the nature of the "information beast" and why effective e-mail administration is critical
- Why your personal habits or tendencies might make e-mail/information overload even worse
- How you can clear 80-90% of the "little stuff" out of your inbox by following one simple procedure
- The set-up of a proven e-mail organization system to help you create an appropriate place for all of your archival e-mails. This includes:



- Building a new routine so you can be in control of your e-mail account at least once daily
- Setting up a series of archival folders in your account to get your e-mails filed & under control
- Learning the best times of the day to check your e-mail to balance responsiveness with productivity
- Strategies for keeping e-mail from becoming a "constant interrupter" and destroying your focus

- Detailed strategies specifically related to the processing of e-mail effectively and efficiently
- Learning how to get your inbox clean while simultaneously identifying and prioritizing important "to do's"
- Helping others stay in control of their e-mail overload by appropriate use of CC: and BCC:
- Identifying when e-mail is not the best or most efficient mode of communication, and when to stop unproductive and annoying "e-mail loops"
- How to get your account to "clean and controlled" from "messy and disorganized", including steps to regain control of accounts with hundreds or even thousands of unorganized e-mails

About Randall Dean

Randy has shared his e-mail management strategies with thousands of managers and professionals all around the United States and abroad over the last five years, and is considered one of the leading time and e-mail management experts in the country.

He has spoken on the topic at several major conferences, top universities such as the University of Michigan, Michigan State University and the University of Chicago, and organizations including USDA, US HHS, Westinghouse, Macquarie, Delphi and Volvo International.

"Randall will indeed help you Tame the Email Beast and dramatically reclaim a majority of the time many of us waste with emails."

- Stan Billue, keynote speaker and marketer, author of "Best Seller"

