It seems that every day, managers and professionals are getting buried deeper and deeper under a continuing stream of both useful and useless e-mail. Without a system for getting “control of the e-mail beast”, many people spend much of their work (and personal) time spinning wheels and feeling highly unsatisfied, simply due to too much e-mail coming too fast with no place for it to go.

If you would like to get control of your e-mail/information overload “beast”, you should attend Taming the E-mail Beast, led by author of the Amazon bestseller of the same name, Randy Dean, MBA. Learn how to tame your e-mail account, with proven strategies for keeping your inbox efficient and under control. Learn how to reduce the mess in your inbox by having “natural” places for your e-mails to go. Learn how to get rid of all those “quick little” e-mails” once and for all, get your account back under control, and then keep your account under control moving forward. Finally feel on top of your e-mail, rather than feeling it is on top of you!

Randall Dean's abbreviated version of Taming the E-mail Beast covers the following topics/areas:

- 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. Includes:
  - Building personal discipline so you respond to email timely and appropriately but not constantly
  - Being strategic about using different e-mail accounts to help reduce SPAM and increase efficiency
  - Learning how to get your inbox clean without missing 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 how to effectively organize and archive accounts with literally hundreds or thousands of unorganized e-mails

(Note: Randy can lead this session in a more in-depth 2-4 hour program that includes even more e-mail strategies, strategies for managing a productive desk/workstation, and even how to integrate these strategies w/other capabilities in Outlook or Google apps.)

A recent course attendee reported having 3,800 “inbox” e-mails when they walked into the course. A week later, this attendee was down to THREE messages. These strategies work!

For more information on Taming the E-mail and Info Overload Beast or to learn more about other Randy Dean programs, including how to bring Randy to your organization/meeting, contact:
Randall Dean was wonderful and MANY take-aways from this session. Highly recommended!!!

Excellent presentation – Randy has a confident and seamless knowledge and delivery. Great pointers, great sense of humor. Very interesting and easy to do!

Love him, wish he would have had more time, he had great time saving ideas and I would have loved to have heard more!!

It was over the top excellent!

This was awesome! Lots of great ideas and loads of presentation energy.

Great content – the tips from this seminar will prove invaluable in organizing e-mail.

Very helpful. I appreciate all his short cuts and his helpful tips. Will come in handy in my office.

This was by far one of the most useful sessions I have ever attended in all my professional career

I enjoyed your program on Taming the E-mail Beast. Thank you for the many useful tips on controlling e-mail!

Awesome topic and engaging speaker—great timing for last session of the conference!

Very useful information – e-mail takes up a lot of my time so I am very excited to implement these ideas.

This presenter is very knowledgeable and well qualified. He had a very interactive session and used AV to help us understand.

He was one of the best speakers from the entire conference. Definitely an expert in this subject. Great job!

I loved his presentation - I would have preferred him to be the last speaker as he would have kept us more awake and energized at the end of the day!

Wow! Wish I had heard this lecture 4 years ago!

Exactly what I needed!!!

This was the most helpful seminar in the entire conference. Looking forward to more seminars with Randy!