



Taming the E-mail and Info Overload Beast

Key Strategies for Proactively Managing E-mail in a Personal & Professional Setting

by Randall Dean Consulting & Training, LLC

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 Randall Dean’s *Taming the E-mail Beast* abbreviated one-hour program. 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. And finally feel on top of your e-mail and related activities, rather than feeling it is on top of you.

Randall Dean's one-hour 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

A recent course attendee reported having 3,800 unfiled e-mails when they walked into the course. A week after the course, 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 **Randall Dean Consulting & Training** programs and services, visit us at www.randalldean.com.



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