

A Power Lunch Presentation

Email Overload

How to get that bulging
inbox under control



The problem ... Reading and responding to a large volume of email takes up precious time and most other work ends up taking a back seat to this daily chore. As a result, you get behind on projects and work late just to catch up.

Email has become the unproductivity tool.

When it's managed appropriately, email is a useful communication tool, but many people feel overwhelmed by the volume of incoming messages and the need to manage and respond to it all. However, there are ways to manage email so that you're actually more productive.

The solution ... Learn how to get that bulging inbox under control instead of being at its mercy. You'll also discover the strategy that will keep it that way.

Here's what you'll learn ...

- 🌀 Your true capacity for email
- 🌀 How to dominate your email inbox
- 🌀 Get your inbox down to zero – yes, you read that right
- 🌀 Change the one habit that could be derailing your day
- 🌀 Set email expectations
- 🌀 Tips & tricks for email efficiency
- 🌀 And a little bit more ...

This presentation is packed with practical tips and plenty of interactive opportunities.

For more information or to book this
workshop, please contact:

p: 403.615.4349
w: smartworksinc.ca
e: georgina@smartworksinc.ca