

# Dominate Your **Email** Inbox

## An action-based email strategy

A Half Day Training Program

**The problem ...** It's Monday morning. You sit down at your desk and feel that familiar sinking sensation in your stomach. It's not the dread of the day ahead ... it's the dread of facing your email inbox. Reading and responding to a large volume of email takes up precious time and most other work takes a back seat to this daily chore. As a result, you are 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 respond to it all. However, there are ways to manage email so that you're actually more productive.

**The solution ...** Half a day is all you and your team will need to learn how to get that bulging inbox under control and discover the strategy that will keep it, dare I say ... empty!

### You'll learn how to ...

- 🌀 Process your email vs just reading it
- 🌀 Reduce time spent on email
- 🌀 Use rules and filters to reduce email that's filling up your inbox
- 🌀 Turn emails into actions that get the attention they deserve
- 🌀 Get your inbox emptied and keep it that way
- 🌀 Control your email instead of being at its mercy

**Course format ...** This program is delivered as a ½ day workshop training. It includes real-time email decluttering and organizing while online. I'll be there right with all of you to address any questions or concerns, as well as discussion about your own ideas on how best to set up your email system.

Maximum attendees: 10

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

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