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Smart Email Management

Online Webinar

Email is a key business tool for getting things done. But with email volume increasing, particularly due to remote working, it can sometimes be hard to get other work done.

An expectation of instant response has also developed in recent years. As a result, most people work with email open all day and this can lead to constant distraction.

This webinar provides tips and strategies to help control the amount of time they spend on Email each day.

Topics

The following topics are covered:

1) How to break the "always on" Email habit

2) How to use a process to manage Email throughout the day

3) How to send and receive less Email

4) How to save time using smart Email tools such as Categories, Flags and Auto Rules

Duration and Format

This webinar lasts 60 minutes and will be delivered using your preferred collaboration tool.

Those attending will be invited to submit any questions during the webinar using chat. Where possible these questions will be answered during the session or at the end.

Participants will receive a copy of the material presented plus access to articles and templates demonstrated during the session

Presenter
This session will be delivered by Productivity Consultant Moira Dunne.