

## Smart Email Management

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 seminar 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 save time using smart Email tools

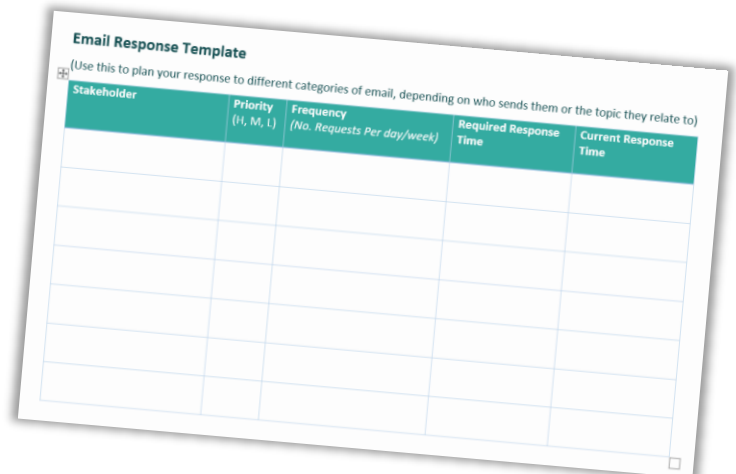
### Duration and Format

This talk can be delivered in-person or remotely using your preferred collaboration tool. The session generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Email management tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive access to the Email Tips Card template demonstrated during the session.



**Email Response Template**  
(Use this to plan your response to different categories of email, depending on who sends them or the topic they relate to)

Stakeholder	Priority (H, M, L)	Frequency (No. Requests Per day/week)	Required Response Time	Current Response Time



### Presenter

This talk will be delivered by Productivity Consultant Moira Dunne.