

Smart Email Management Workshop

Email is an essential business tool, but it can dominate our work days. These days the volume of email seems higher than ever. An expectation of instant response has developed in recent years. As a result, most people work with email open all day leading to constant distraction.

This plays havoc with plans to get other planned work done. This workshop provides an opportunity to take control of the amount of time spent on email each day.

Training Objective

The objective of this session is to motivate participants to make small practical changes to their schedule, so they spend less time on email while still getting their key work done.

Topics

Smart email management ideas, tips and strategies will be shared and discussed during this interactive workshop.

The following topics are covered:

1. The impact of distraction on our ability to focus and be productive
2. How to break the “always on” Email habit
3. How to manage Email throughout the day
4. How to save time using smart Email tools

Presenter

This workshop is delivered by Productivity Consultant Moira Dunne, the co-founder of beproductive.ie. Here is a link to Moira's Bio: <https://beproductive.ie/about/>



Format & Duration

This workshop can be delivered online or in-house. For online delivery, the session can be split into two modules lasting 1.5 hours each.

To maximise engagement, we invite participants to reflect on their email Management requirements by completing a short form in advance.

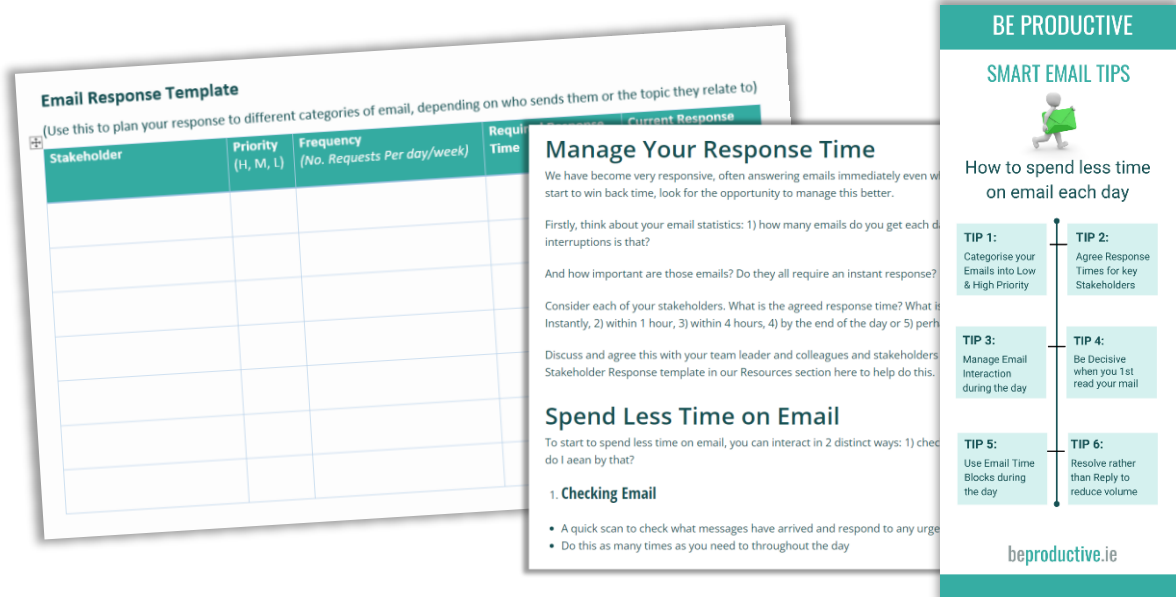
The format of the training is:

- Introductions and requirements from the group
- Presentation of Email Management Tips and Strategies
- Group exercises, discussions and questions throughout
- Individual Planning Exercise to capture key learnings and actions identified

Participants can send any outstanding questions to Moira by email for 30 days post training.

Working Smart Resources

We provide a range of resources to help participants implement what they have learned within their roles. This includes session notes, email templates, blogs and tips cards.



Indicative Training Fee

The fees for this 0.5-day session are:
€700 online, €750 in-person

- ❖ *All training includes a Reference Guide, Email Management Resources and email access to Moira Dunne for questions post training.*
- ❖ *No VAT applicable*
- ❖ *Any repeat booking by a client receives a 10% discount*
- ❖ *Training delivered outside Dublin will include travelling expenses.*