

How to Spend Less Time on Email

We work in busy environments where powerful technology facilitates super-fast communication. However, our technology can impact productivity, as constant notifications demand our attention throughout the day. This often leads to planned work not getting done.

This talk provides ideas and practical tips to help you manage your Email, so that you can win back time for other work each day.

Topics

The following topics are covered:

- 1) The impact of distractions and interruptions on the working day
- 2) How to spend less time on Email but get the important things done
- 3) How to break the Email 'always on' habit

Duration and Format

This talk can be delivered in-person or online and lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Email Management tips via SlideShare
- Q and A to answer specific questions

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

Stakeholder	Instant	1 hour	4 hours	Same Day	24 hrs

Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about her 30-year corporate career here: <https://beproductive.ie/about/>

Fee

Online delivery - €350, option to record = €50

In-person delivery - €400

No VAT applicable