

Work Smart with Email to Save Time

Workshop

Email is an essential business tool, but it can dominate our workday. Many people receive a high volume of messages each day and there is often an expectation of instant response. As a result, most people work with email open all day leading to constant distraction. It also means that other people's priorities can dictate the daily schedule and planned work may get overlooked.

At beproductive.ie our mission is to help people work smart so they can get the important things done with less stress and more balance. This includes managing the amount of time spent on email each day so that the important work gets done while

This workshop is designed to help people implement a productive email process to win back time in their day while still responding to email requests. This can help them boost their focus and productivity.

Topics

Here is a list of standard topics covered on the course. If required, this content can be customised to ensure that the training fits your team culture and values.

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
5. How to manage stakeholders' expectations and response times

Format & Duration

This is a 0.5-day workshop that can be delivered online or in-house. For online delivery, there is an option to split the workshop into two modules lasting 1.5 hours each.

The interactive format includes:

- Introductions and requirements from the group
- Presentation of Email Management Tips and Strategies
- Group exercises, discussions and questions throughout
- Individual and Team exercise to capture key takeaways and set actions

To optimise the training, participants are invited to complete a short form before the course to get them thinking about their Email interaction.

Following the course, participants can send any outstanding questions to Moira by email for 30 days.

Presenter

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

You can read about Moira's 30-year corporate career here. Here is a link to her bio: <https://beproductive.ie/about/>



Productivity Resources

We provide a range of Productivity resources to help people take control of their email. Here are some sample templates:

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)

Manage Your Response Time

We have become very responsive, often answering emails immediately even when we start to win back time, look for the opportunity to manage this better.

Firstly, think about your email statistics: 1) how many emails do you get each day, 2) how many interruptions is that?

And how important are those emails? Do they all require an instant response?

Consider each of your stakeholders. What is the agreed response time? What is the agreed response time? Instantly, 2) within 1 hour, 3) within 4 hours, 4) by the end of the day or 5) perhaps later in the day?

Discuss and agree this with your team leader and colleagues and stakeholders too. Use the Stakeholder Response template in our Resources section here to help do this.

Spend Less Time on Email

To start to spend less time on email, you can interact in 2 distinct ways: 1) checking email frequently, 2) checking email less frequently but more often by that?

1. Checking Email

- A quick scan to check what messages have arrived and respond to any urgent or important messages
- Do this as many times as you need to throughout the day

BE PRODUCTIVE

SMART EMAIL TIPS

How to spend less time on email each day

TIP 1: Categorise your Emails into Low & High Priority	TIP 2: Agree Response Times for key Stakeholders
TIP 3: Manage Email Interaction during the day	TIP 4: Be Decisive when you 1st read your mail
TIP 5: Use Email Time Blocks during the day	TIP 6: Resolve rather than Reply to reduce volume

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Training Fee

The fee for a 0.5-Day Workshop is:

- €750 in-person
- €650 online
- Option to record the online session = €75

- ❖ *All training includes Reference Guide, Productivity Resources & access to Moira Dunne post training.*
- ❖ *No VAT applicable*
- ❖ *Repeat bookings receive a 10% discount*
- ❖ *Training delivered outside Dublin will incur travelling expenses*