

# Managing Email at Work

**Managing email at work can make an enormous difference to your personal productivity levels. If you would like proven solutions to reduce email then this email reduction course is perfect. A recent survey found email causes more stress than traffic jams. Discover new tips for email inbox management in this email reduction program.**

Take this test and if you answer yes to 5 or more question this course is ideal for you:

1. Do you have more than 15 emails currently in your inbox
2. Do you respond immediately to emails when they arrive in your inbox
3. Do you have your email alert bell turned on
4. Does email interrupt your other important daily tasks
5. Do you receive more than 50 emails a day
6. Do you habitually check your inbox when you are near your workstation
7. Would you feel lost if you couldn't access your email
8. Do you ever feel bogged down and overburdened with too many email tasks

## Key learning outcomes

Your **Managing Email at Work** program will give participants the skills to:

- Learn how to manage your email inbox
- Discover how to reduce the amount of emails that people send to you
- Make managing your email a stress free part of your daily routine
- Take control of your emails – don't let email control you
- Prioritise your own priorities not those of others
- Follow up emails effectively
- Learn how to keep your inbox virtually empty
- Discover how to use your emails as a to-do list
- Learn how to speed read email (people read email as much as 40% slower than other correspondence)

## Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 – 9 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program is conducted as a half day program.
- **Cost:** Price on request.

If you would like more information on this training program, please contact:

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Or visit our website today. [www.preftrain.com](http://www.preftrain.com)

