



The New Rules for using Email in Business

Workshop Overview

The biggest problems facing email users today are **sheer overload, keeping track of actions** and **finding past emails**. As we struggle to deal with these issues, we are in danger of losing the productivity gains that email has brought in the past.

The good news is - we can change this situation.

We need new rules for email behaviour and this half-day workshop will give you the insight required and the practical processes necessary to make this change.

What you'll learn

- How we arrived at the current situation
- How to minimise the disruption factor of email
- How to reduce the volume of email you receive
- Simple processes for emptying your Inbox every day!
- Tips for creating a functional email filing system
- How to deal with the backlog of email in your Inbox
- How to plan and proactively manage your email work
- How to create a productive email environment for your team

What the workshop includes

- A resource workbook plus step-by-step instructions for processes introduced in the workshop
- Establish the Habit daily emails
- Subscription to Email Smart's Tip of the Week
- 12 months free email support

How the workshop is delivered

The workshop is delivered in 3 hours as an interactive presentation style workshop.

In-house workshops can be organised for groups of 6 or more people. Public workshops are scheduled on a regular basis.

What others have said

Great presentation – very clearly communicated. Workbook is very comprehensive. Great course. Everyone should do it – mandatory!

*Pamela Levis, IT Manager
Woodside - Karratha Gas Plant*

Fabulous information. My efficiency will definitely improve with this process.

*Theresa Boylan, Senior Lecturer
West Coast Property Training*

What does it cost?

In-house programs:

- \$207.00 + GST per person for the first 10 people
- \$50.00 + GST for additional participants up to a maximum of 20 people

Public Workshops:

- Per person pricing \$227.00 + GST
- Early bird bookings and group discounts are available

Presenter

Presenter Jani Murphy is the principal of Email Smart and an expert on email management and productive email processes.

Register

For in-house programs contact Jani on 0438 699 153 or email jani@emailsmart.com.au. Register for public programs online at www.emailsmart.com.au.