

Webinar on

Crazy Chaos in Your Inbox? Calm the Chaos Today!

Learning Objectives

Studies show most people spend about 50% of their work time writing and answering emails, substantiating the fact that email is an indispensable part of the workday.

Processing email can be tedious, boring and often mind-numbing yet writing and responding to emails with speed and acumen is pivotal to your success.

In this day we spend together, you will learn how to:

Survive the email avalanche that dumps into your Inbox

Produce real results when processing your Inbox

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- ☐ *Sort, prioritize and organize email entering your Inbox*
- ☐ *Write emails that get answered*
- ☐ *Improve your business writing skills*
- ☐ *Refine your email etiquette*
- ☐ *Communicate for results through email*
- ☐ *Use email technology more efficiently*
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Areas Covered

What does “turbo” mean? A turbocharger increases an engine’s power by forcing more air into the engine than would be possible otherwise. This webinar helps you kill the chaos of email by giving you the skills to turbo speed through your emails in less time with greater results.

- ☐ *Keep email from entering your Inbox*
- ☐ *Process email quickly*
- ☐ *Save emails in the right places*
- ☐ *Search for emails lost in your computer*
- ☐ *Write emails that get read*

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- ☐ *Format emails in a well-organized business style*
- ☐ *Use proper grammar and punctuation*
- ☐ *Write with style*
- ☐ *Increase your credibility*
- ☐ *Work from a clean Inbox*
- ☐ *With these skills, you'll leave work on time having calmed the Inbox chaos.*



Is managing the daily chaos in your Inbox sucking the life out of your daily routine? Then sign up for this 1-day seminar and learn how to calm the chaos and survive the heavy load of tasks and the constant stream of trivia that arrives via email.

PRESENTED BY:

Karla Brandau, CEO of Brandau Power Institute, is a leading authority on leadership and team building for a more productive workforce. She regularly customizes programs for organizations with the right mix of personality and relationship principles to improve morale, cooperation, and collaboration.

On-Demand Webinar

Duration : 180 Minutes

Price: \$300.00

Seminar Description

Is managing the daily chaos in your Inbox sucking the life out of your daily routine? Then sign up for this 1-day seminar and learn how to calm the chaos and survive the heavy load of tasks and the constant stream of trivia that arrives via email.

You'll discover how to:

- Work from a clean Inbox

- Reduce what flows into your Inbox

- Expedite email processing

- Organize, sort and prioritize emails right in the Inbox

- Write emails that get read and answered

- Identify your personal style of writing that gets results

- Keep “no earthly purpose” emails from flying around the organization (jokes, cartoons, and tacky messages)

- With this training, you'll stay on top of urgent tasks and project deadlines



Who Should Attend ?

*Anyone who sends and receives an email,
particularly those who have trouble processing
all the emails requesting work or requiring
answers.*

Team leaders and team members

Office Managers and staff

Project managers and team members

Executive teams

Sales managers and staff

Customer service managers and staff

Directors and staff

Assistant directors and staff

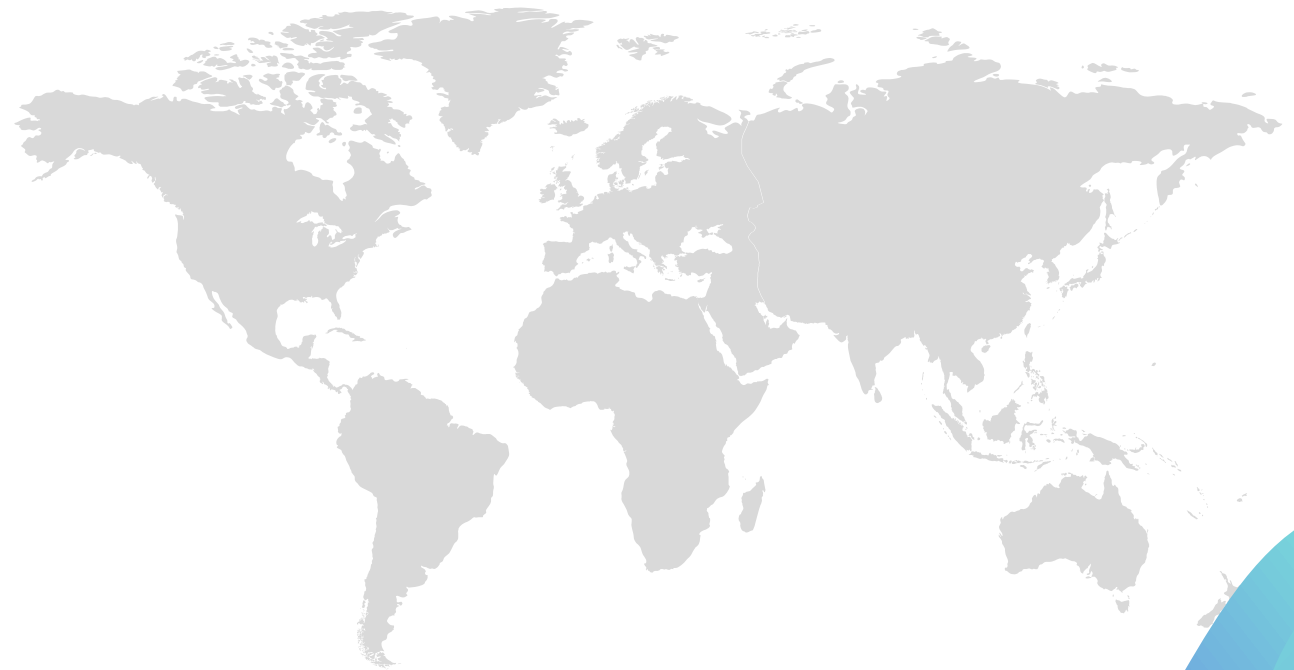
Marketing managers and staff

Account managers and staff

Business development managers and staff

Finance directors and staff

HR directors and staff



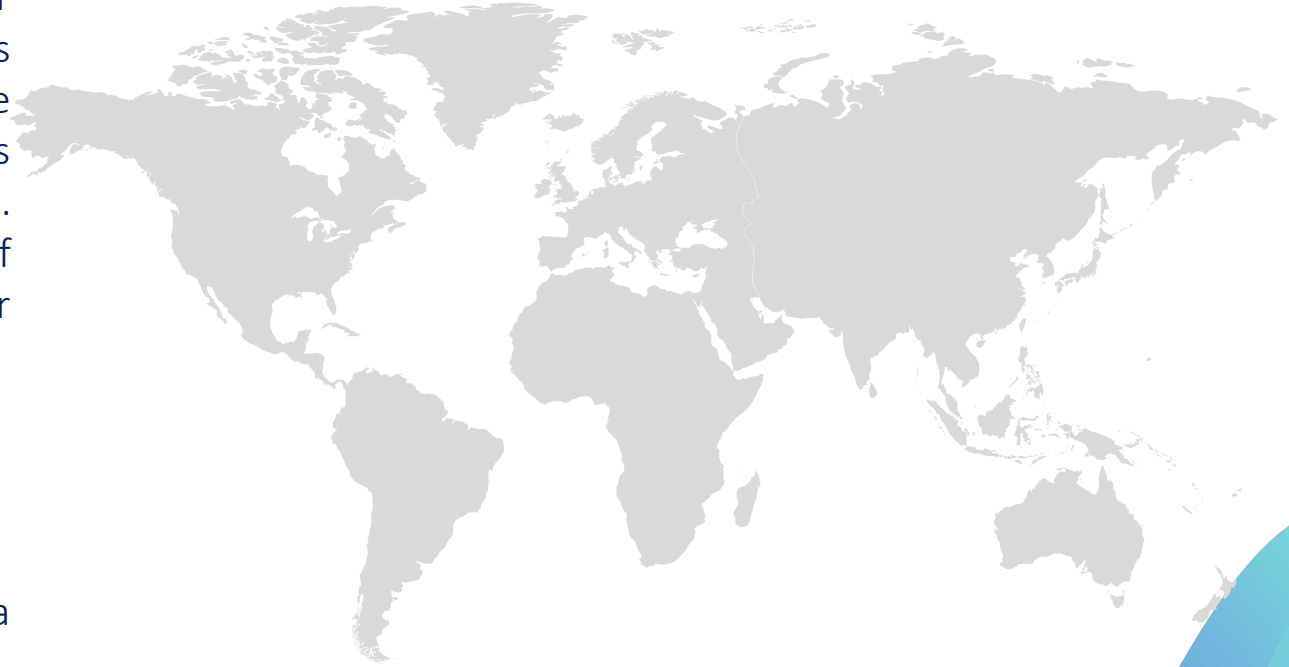
Why Should You Attend ?

Are you a worker who is judged by your output? Of course. Everyone is. Productivity can be slowed if you are not savvy about processing the avalanche of email in your Inbox. Terrific productivity comes down to the minutes and seconds you use wisely, not waste and most people waste a good amount of time in email. This seminar stops the insane wasting of time in the Inbox once and for all. With this information you'll turbo speed the process of recognizing vital information, prioritizing it, acting on it or distributing it to a proper waiting place.

This seminar teaches you how to:

- Gain control over your Inbox
- Preserve personal integrity by responding to email in a timely manner
- Be empowered to keep up with emails marked Urgent or Take Action
- Work from a clean Inbox on a regular basis
- Write emails that get read
- Make your Inbox interface with your Calendar and Tasks

Once you gain control of the Inbox and learn how to process email in a timely manner, the perception of you as a true professional in the organization will increase.



Agenda

LOGIN - 10:45 AM TO 11:00 AM

11:00 AM TO 12:00 PM - Email: The Business Communication Tool of Choice

AREAS COVERED - You may view email as your adversary because it keeps you from “real work.” However, as you step back and evaluate email as a communication tool and realize how much work you do right in your Inbox, you will realize the tremendous benefits email gives you as a communication tool.

In this module, we will change your paradigm and make you an avid fan of email

You'll learn how to:

- ✓ Prioritize emails in a variety of ways
- ✓ How to scan through emails for the highest priority ones to answer first
- ✓ Identify those situations that demand face-2-face communication, not email
- ✓ Skillfully deal with co-workers and friends who send you mindless emails



- ✓ Use email abbreviations to your advantage
- ✓ Deal with emotion in email
- ✓ Address the urgency level of the email
- ✓ Stop procrastinating returning emails
- ✓ Rate emails based on the “To,” “CC” and BCC” fields

Included: Take home an infographic of Inbox processing skills.



12:15 PM to 01:00 PM - Technology Tips That Help You Speed Through Your Inbox

AREAS COVERED - In this module, we explore technology features of your email program and give you tips for:

- ✓ Clearing your Inbox every day
- ✓ Handling work assigned to you via email
- ✓ Using reminders effectively
- ✓ Setting up categories
- ✓ Organizing and searching for emails you need to keep
- ✓ Using automation to move emails to selected folders
- ✓ Using flags and categories
- ✓ Setting up archive folders
- ✓ Taking advantage of Rules wizards
- ✓ Making your email interface with your calendar and tasks
- ✓ Working from a powerful signature block
- ✓ With these tips, you'll not only turbo speed through your email but you'll increase your credibility with colleagues and team members as you stay on top of requests and meet deadlines.



BREAK - 01:00 PM TO 01:15 PM0

1:15 PM to 2:00 PM Writing Emails That Get Read And Don't Get You in Trouble

AREAS COVERED - Email replaces stuffy and stiff letters, the fax machine, and even time-consuming telephone calls. Use email efficiently and you save time while increasing productivity.

In this module, you'll learn how to write emails that people open, read, and respond to in a timely manner

The instruction includes how to:

- ✓ Write a subject line that catches attention and provides critical information
- ✓ Use subject line keywords for quick comprehension and sorting
- ✓ Have a clear structure
- ✓ Make the email visually easy to read
- ✓ Fix a subject line in a dead thread of subject lines
- ✓ Reserve time to respond when you need a moment to contemplate and comprehend requests
- ✓ Check grammar and punctuation

SUMMARY AND CLOSING - 02:00 PM TO 02:15 PM



To register please visit:

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740 870 0321