

TAMING THE *email & info overload* BEAST

A Randy Dean Seminar
Monday, July 15, 2019
1:30 - 4:30 pm
Quarry Oaks Golf Club
16600 Quarry Oaks Dr., Ashland, NE

Key Strategies for Proactively Managing E-mail in a Personal & Professional Setting

Presented by Randy Dean, MBA, the "Totally Obsessed" Time Management Guy & E-mail Sanity Expert
www.randalldean.com

Every day, many of us are get buried deeper under a stream of e-mail. Without a system for getting "control of the e-mail beast" many people spend much of their work (and personal) time spinning wheels & feeling highly unsatisfied, simply due to too much e-mail coming too fast with no place for it to go.

Well, here's the answer! **Attend this in-depth seminar and you'll learn a proven system for taming your e-mail account**, with strategies for keeping your inbox efficient and under control by building and administering a personal e-mail processing system. You'll also learn how to get rid of all of those "quick little" e-mails once & for all, prioritize your most important messages, & mitigate or even eliminate all of that annoying junk and spam.

Regardless of whether you use Outlook, Gmail or any other e-mail system, investing three hours in attending this program is likely to save you hundreds of hours – make you more productive -- & less stressed!

The program will cover the following areas:

- Why your personal habits or tendencies might make e-mail/information overload even worse
- How you can clear 80-90% of the "little stuff" out of your inbox by following one simple procedure
- The set-up of a proven system to help you create an appropriate place for all of your archival e-mails.
- Learning the best times of the day to check your e-mail to balance responsiveness with productivity
- Strategies for keeping e-mail from becoming a "constant interrupter" and destroying your focus
- Detailed strategies specifically related to the processing of e-mail effectively & efficiently.
- How to get your account to "clean and controlled" from "messy and disorganized" - including how to effectively organize and archive accounts with literally hundreds or thousands of unorganized e-mails

Register online here:

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This program is sponsored by Creative Association Management Co. and is **open to anyone who wishes to attend.**

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____ Guest Price: \$39
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Hurry! Seating is limited to the first 150 registrants!

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Checks should be made payable to "Creative Association Management Co"
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Questions? Contact Joe Pittman at jpittman@cam-omaha.com or 844-249-8806.

