



JANI MURPHY

Email Workload Mastery (Live online)

Control of your Inbox and your Workload

DO YOU CONSTANTLY:

- Feel overwhelmed by the volume of email you need to deal with?
- Spend more time than you want to in your Inbox?
- Find it difficult to file emails in a way that makes it easy for you to find them again?
- Struggle to keep visibility on the work you need to do?
- Find it difficult to prioritise your work?

If you're a Microsoft Outlook user, this live online program will resolve these issues, showing you how to work stress-free, focusing on your work, not your email

SO WHAT WILL YOU LEARN?



- How to work proactively so you can focus on your work, not your email
- How to operate from an empty Inbox while still feeling confident that your workload is under control
- How to manage all your work from an integrated workload management system, set up in MS Outlook.

HOW IS THE PROGRAM STRUCTURED?

The program runs for 3 hours and consists of 2 hours of interactive, instructor-led learning; followed by a 1 hour implementation session.

HOW IS THE PROGRAM DELIVERED?

The program is delivered live online as an “in-house” workshop for groups of up to 16 participants from your organisation, using Zoom or MS Teams.

Alternatively, “public” programs will be scheduled regularly for individual participants from various organisations and conducted using Zoom.

WHAT'S INCLUDED IN THE COST?

- Workshop workbook and step-by-step implementation booklet
- Access to Email Mastery weekly tips
- Access to a comprehensive suite of Email Mastery video resources
- Post-training survey report 4 weeks after training, documenting the productivity improvements/ROI (*In-house programs only*)

INVESTMENT

- “In-house” - \$2,325 + GST for up to 16 people
- “Public” - \$196.50/person + GST.

ABOUT JANI MURPHY

Jani is a workplace productivity expert with over twenty years' experience in improving business processes. She is an excellent presenter with an engaging style and a commitment to helping people improve their work practices.

CONTACT JANI TO BOOK YOUR PROGRAM

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