



Email Workload Mastery

Helping you to focus on the right work at the right time

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 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 DELIVERED?

The program is delivered in-house either presentation-style or as a hands-on training session for groups of up to 20 people. Duration – 3.5 hours

The program can also be delivered online via Zoom, MS Teams or Webex for groups of up to 16 people. Duration – 3 hours.

Public programs are scheduled regularly and delivered online via Zoom.

WHAT'S INCLUDED?

- Workshop workbook and step-by-step implementation booklet
- Pre-training survey/in-workshop polls, with the results presented during the workshop
- Access to a comprehensive suite of Email Workload Mastery video resources
- Post-training survey report 4 weeks after training, documenting the productivity improvements.
- Access to monthly Upskilling/Q & A online sessions conducted via Zoom
- Access to Email Mastery weekly tips
- Certificate of Completion (*Face-to-face programs only*)

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 FOR PRICING/BOOK YOUR PROGRAM

M: +61 (0) 438 699 153

E: jani@janimurphy.com

W: www.janimurphy.com