

# Email & Workflow Mastery

## Get Control of Your Inbox

### WORKSHOP SUMMARY

How people manage their email is critical to their efficiency and effectiveness. Learn in a practical, no-nonsense way how to set up Microsoft Outlook as an integrated workflow management system that will take the stress out of managing your inbox and your workload.

### KEY BENEFITS

- Improved clarity and focus
- Quantifiable improvement in productivity
- Reduction in workplace related stress

### SKILLS DEVELOPMENT

You will learn:

- Strategies for implementing a proven integrated workload management system
- How to set up a daily action plan in MS Outlook that balances time-activated commitments against tasks to be done
- Strategies for creating actionable emails
- How to establish an email protocol that will transform email culture

### INCLUSIONS

- Pre training survey
- 4 week follow-up with ROI measurement
- Comprehensive workbook with step-by-step implementation
- Certificate of Completion

### DURATION

Half day or 1 day in-house options for 10 - 20 participants. Public programs are also run on a regular basis.

### WHAT PEOPLE ARE SAYING



“Time expended on this workshop will be paid back in increased productivity many times over.  
Australian Optimisation Manager, Woodside

“Very practical, exceptionally useful, Jani’s delivery was great.  
Budget Management Director, Department of Transport

“Life-changing...has enhanced my team’s productivity both professionally and personally.  
Manager of Logistics, Fremantle Port Authority

### ABOUT JANI MURPHY

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

### QUALIFICATIONS

Diploma of Teaching  
Graduate Diploma of Business Computing  
HBDI® Certification - Whole Brain® Thinking  
Member Professional Speakers Australia

### CONTACT

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