



Email & Workflow Mastery

Get Control of your Inbox and your Workload



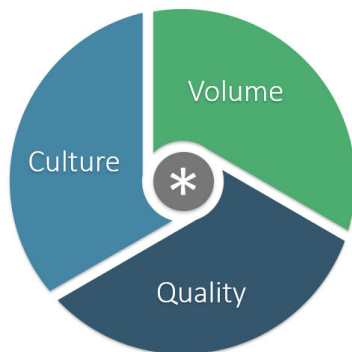
WORKSHOP SUMMARY

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

WORKSHOP SKILLS DEVELOPMENT



You will leave the workshop with:

- Strategies for setting up Outlook as an integrated workload management system so you can effectively manage your Inbox volume and workload
- Strategies for creating emails that get action and help to establish trust and rapport
- An understanding of how email culture impacts on productivity and how to establish a productive email culture

WHAT PEOPLE ARE SAYING

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

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

DURATION

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

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
CSP - Professional Speakers Australia

CONTACT

Phone
+61 (0) 438 699 153

Email
jani@janimurphy.com

Book
janimurphy.com/bookings