



# MANAGING EMAIL AT WORK

"Email is a great way to stay in touch, but it's a terrible way to start a conversation." - Seth Godin

Email management is an essential skill for any successful professional! This course will help you develop techniques to manage your emails more effectively, drastically increasing your productivity. You will learn to quickly identify important emails, set up automated filters, schedule emails for later delivery, create templates and more. You will also get invaluable tips on how to write emails - from subject lines to content organization - so that your emails are always actionable and easy to read. By the end of the course you will have the knowledge to craft emails that work in your favor. Sign up now and start taking control of your inbox today!

## Key Course Content:

- Learn how to manage your email inbox.
- Discover how to reduce the number of emails that people send to you.
- Make managing your email a stress-free part of your daily routine.
- Take control of your emails - don't let email control you.
- Prioritise your own priorities not those of others.
- Follow up emails effectively.
- Learn how to keep your inbox virtually empty.
- Discover how to use your emails as a to-do list.
- Learn how to Speed Read email (people read email as much as 40% slower than other correspondence).



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.