

Is your inbox overflowing with read and unread messages?

Are you controlled by your email?

Does handling email consume half your day ... or more?

Do you spend too much time drafting emails?

Would you like to know the productivity features of your email program?

Do you wish everyone would just stop sending you messages?

**If you've answered 'yes' to any of these questions, then let me help you get these under control. Please join me in the following presentation ...**

## smartemail!

**Email Overload** - a comprehensive workshop to guide you to managing your email for maximum productivity.

Here is a sneak peek into the **Email Overload** workshop ...

- Learn how to finally control your out-of-control inbox
- Use shortcuts to make you more efficient
- The reason you **need** to cut down on the time you spend on email
- File – yes, file – your active emails and stay on top of them
- Get e-savvy with simple protocols to increase your professional e-image
- And more ...

This workshop is packed with practical tips and plenty of interactive opportunities.

There truly is a simpler, easier, better way to work. Don't miss this opportunity to finally get your email under control.