

Get Control of E-mail Seminar Registration Form



Get Control of E-mail Seminar

Manage Your E-mail Before it Manages You!

Studies show that the typical worker spends 90 DAYS a year dealing with e-mail.

That's time you could spend with your family and friends, traveling or building your business!

Did you know that:

- You are one of the greatest contributors to your e-mail load?
- 15% to 35% of your day is spent looking for information you need?
- 50% of those searches are unsuccessful?

You could save 25% of your time on e-mails by changing the way you craft them?

Reclaim 10 to 15 days per year of your life!

This program will help you:

- Send e-mails that don't require follow up
- Write e-mails that don't beg clarification
- Avoid spending time clarifying messages for your readers
- Reduce the number of items in your mailbox and the mail folders you use
- Create templates to save time typing your e-mails
- Develop a system to keep all relevant information together (e-mail and other documents alike) to speed access to information you need and eliminate unsuccessful searches.

Get control of e-mail now!

Workshop Sponsored by:



Where:

Commerce Bank (Lower Level)
300 N. Kirkwood
St. Louis, MO 63122



Date & Time:

Get Control of E-mail
Friday, July 10, 2009
9:30 am. - 12:30 pm.

Get Control of E-mail Seminar:

Only \$129 per participant

BONUS:

Copy of The Hamster Revolution Book
Desktop Tool
Calculator

PLUS BONUS #2:

Copy of one of Cathy's Books on Increasing Productivity in the workplace

Reclaim 10 to 15 days per year of your life!

To Enroll or Receive More Information:

Call: 636.717.6588 **Fax:** 636.343.1288

E-mail: rachel@onpointsolutionsllc.com

Mail Registration form to:

On Point Solutions, LLC
780 Merus Ct.
Fenton, MO 63026

Please register me for the July 10th session

Please call regarding company training

Participant Information:

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail Address: _____

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Check Payable to On Point Solutions, LLC Charge to: MC Visa Amex

Signature: _____ Card No: _____

Exp. Date: _____ 3-digit pin: _____ Bill my organization. Attn: _____

Full registration fee is due and payable prior to start of workshop **Promo Code:** _____

Cancellation: If you cannot attend, you may send a substitute or receive a credit toward a future workshop if canceled 24 hrs prior.