



## Get Control of Email - Seminar

### *Manage Your Email Before It Manages You*

#### **Are your people overwhelmed by email? Are they struggling to file and find information fast?**

Email now consumes 30-40% of the average professional's day. Remarkably, a third of this time is thought to be wasted.

Professionals now spend 2.5 hours a day on email and consider 30% of that time to be wasted. With 56 million knowledge workers at an average wage of \$30/hr this equates to a whopping \$308 Billion wasted each year.

The good news? You're neither hopeless nor helpless. The Info-Excellence® Seminar provides a simple road map to improved productivity and reduced liability. Get control of email now!

#### **Audience**

Any business person, team, or organization that uses email and wants to save time and improve productivity

#### **Seminar Format**

**Info-Excellence** is a highly interactive 3-4 hour workshop consisting of two 90 minute modules: *"Get Control of Email"* and *"Get Control of Information"* Recommended class size is 15-30 participants.

#### **Seminar Overview**

**Module 1: *Get Control of Email:*** You'll experience interactive exercises that forever change the way you leverage email. You'll discover how to

- Save 15 days a year by sending and receiving 20% fewer emails.
- Craft clear, concise, and legally appropriate email
- Select the right communication channel for the job (email, phone, IM, etc.)
- De-clutter your jammed inbox

**Module 2: *Get Control of Information:*** Discover techniques that help you create a neat and ordered storage system. Find all of your email and info in a flash. Learn

- Five critical information storage secrets for storing electronic and hard copy documents
- How to better label and prioritize email for rapid retrieval
- Technology tips that speed access to your information
- Techniques for storing team information on a shared storage site

#### **Benefits**

- Proven to save 10-15 days a year per participant
- De-clutter your jammed inbox and pump up your productivity
- Write better messages that get results faster
- Help you send clear, concise, and actionable email
- Discover time-saving tips for outlook
- Never lose a document again with a stress-free folder structure
- Make better decisions with the right information at your fingertips
- Get Organized – Email and Information

**Next Step: Contact - On Point Solutions, LLC 636-717-6588**

*Resources, Service, Results.*

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