



# **Taming the E-mail and Info Overload Beast**

## **Advanced Strategies for Proactively Managing E-mail and Information in an Office Setting**

*by Randall Dean Consulting & Training, LLC*

***E-mails. "Snail" mail. Voice mails. IM. Papers. Articles. Reports.***

It seems that every day, managers and professionals are getting buried deeper and deeper under a continuing stream of both useful and useless information. Without a system for getting "control of the beast", many people spend much of their work (and personal) time spinning wheels and feeling highly unsatisfied, simply due to too much information coming too fast with no place for it to go.



If you would like to get control of "the beast" of information overload, you should attend Randall Dean's *Taming the E-mail/Info Overload Beast* program. Learn how to tame your e-mail account, with proven strategies for keeping your inbox efficient and under control. Learn how to reduce the mess on your desk by having "natural" places for all of your papers, project folders, items to read, etc., to go. Learn how to get rid of all of the annoying "little stuff" once and for all, and then keep it under control for the ongoing future. And finally feel on top of the information that you are responsible for, rather than feeling it is on top of you.

Randall Dean's *Taming the E-mail Beast* program covers the following topics/areas:

- Understanding the nature of the "information overload beast"
- Why your personal habits or tendencies might make information overload even worse
- How good information managers keep on track and working on the most important tasks and activities
- How you can clear 80-90% of the "little stuff" off of your desk by following one simple procedure
- The set-up of a proven organization system to help you create an appropriate place for all of the "papers, messages, articles, reports, e-mails, voice mails, etc." This includes:
  - ✓ Building a new routine so you can be in control of your information overload at least once daily
  - ✓ Setting up a series of processing boxes and project folders to get your desk under control
  - ✓ Building parallel storage systems for hard copy, e-mail, and electronic documents and files
  - ✓ Making use of "natural" e-mail and hard-drive storage to help reduce the need for paper copies
  - ✓ Developing and integrating a hard copy "reminder" system that allows you to file material for later reference without the fear that you will lose it
- Detailed strategies specifically related to the processing of e-mail effectively and efficiently. Includes:
  - ✓ Building personal discipline so you respond to email timely and appropriately but not *constantly*
  - ✓ Being strategic about using different e-mail accounts to help reduce SPAM and increase efficiency
  - ✓ Setting up your work and personal account "folders" so you can keep your inbox clean and efficient
  - ✓ Learning how to get your inbox clean without missing important "to do's"
  - ✓ Helping others stay in control of their e-mail overload by *appropriate* use of CC: and BCC:

**And we finish by showing how you can integrate this system with your proactive task/project management system, so you can not only stay on top of your info, but actually get ahead!**

For more information on *Taming the E-mail and Info Overload Beast* or to learn more about other **Randall Dean Consulting & Training** programs and services, visit us at [www.randalldean.com](http://www.randalldean.com).  
**Look for a link to Randy's brief demo video of Taming the E-mail Beast on the homepage.**



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