



*The E-mail Sanity Expert®*

## Courses and Programs by:

# RANDY DEAN, MBA

Randy Dean is likely the best e-mail management speaker/trainer in North America. If you use MS Outlook and/or Gmail, he will help you reduce your e-mail distraction and find your sanity and productivity (and he does this in a fun and engaging manner!) He has related programs on time, project, people, and tech management using Outlook or the Google suite, as well as how to better use smart phones and tablets. And he now has a new program on not just how to reduce/control e-mail distractions, but ALL distractions, interruptions and e-distractions! See why numerous corporate, university, government, and association/conference clients hire him again and again by bringing him to your next meeting, event, or workshop!

**"Fabulous job! Excellent summarization and synopsis of key issues in time management. Innovative and creative approach to complete what is important and fulfilling in life."**

**- COLLEEN McCAFFERTY  
UNIVERSITY OF PITTSBURGH**

### OUR SPEAKING/TRAINING PROGRAMS:

Randall Dean Consulting & Training, LLC offers the following standard programs, as well as customized programs in the related areas of time & e-mail management, office organization, and related technology.

#### FEATURED PROGRAMS:

- Randy's most popular program: *Taming the E-mail and Info Overload Beast: Key E-mail & Info Mgt. Strategies*
- *Finding an Extra Hour Every Day: Time Management Strategies for Busy Managers, Leaders & Professionals*
- "Finding an Extra Hour" for MS Outlook users: *Optimizing Your Outlook: Productivity Techniques for Busy Outlook Users*
- **NEW!!** *From Distracted to Productive: Finding Your Productivity and Focus in a Hyper-Interrupted and e-Distracted World*
- **UPDATED!!** *Smart Phone Success & Terrific Tablets: Getting More Productivity (and Fun!) From Your Devices*
- *Time Management in "The Cloud": Using Google Apps for Time, Life, Work, Project, & E-mail Management*

- *Ending the Office Clutter: Managing Your Workstation, Information, and "Stacks & Piles"*
- *Managing & Leading Great Staff & Team Meetings*



**Randy Dean delivering a recent program at a major association conference event**

### RECENT CLIENTS/PROGRAMS:

Westinghouse Electric Corporation  
Ryder Logistics  
U.S. Health & Human Services, USDA, Federal Executive Board, and Defense Logistics Agency Europe  
National Association for Legal Career Professionals (NALP)  
The Broad School of Management, Michigan State University  
The Michigan, Midwest & Iowa Societies of Association Executives

Global Business Travel Association  
Iowa Bankers, Iowa Telecom, Iowa DOT, Iowa PDI  
University of California Berkeley Haas School of Business  
University of Michigan Learning & Professional Development  
National Institute of Management Accountants  
Institute for Continuing Legal Education/Michigan Bar  
U. Pittsburgh MBA and Executive Development Programs

To arrange for Randy Dean to speak at your next event or lead your next company workshop, contact:  
**Randall Dean Consulting & Training, LLC \* (517) 336-8906 \* Mobile: (517) 896-6611**  
**E-mail: [Randy@RandallDean.com](mailto:Randy@RandallDean.com) \* Web: <http://www.randalldean.com>**

**"Randy's enthusiasm and excitement will make you want to apply his principles immediately. You won't regret his workshops."**



**- KATHLEEN CAVANAUGH  
THE FETZER INSTITUTE**

# Here's what people are saying about Randy Dean, MBA The E-mail Sanity Expert ®



*Randy - I'll be brief: a HOME RUN all around - thank you for your participation with GBTA! And I have thoroughly enjoyed your book and am applying your strategies to great results! What more can we ask for??!*

Alana Joyce  
Sr. Director, Global Education  
Global Business Travel Association (GBTA)

*Thank you for coming! Everyone was raving about your session and more than one person was heard to have said that you've changed their entire life. One of our staff members already said her inbox has gone from 300+ to three since she's worked it over using your method. And just today, I made my first "drag to the calendar" move – it was awesome. Thank you! Thank you!*

Kristy LeVasseur  
Midland Area Chamber of Commerce

*Thought I'd let you know that collectively, our group reduced their inbox size by about 50,000 in the last week! Your presentation got the wheels turning, and I see people getting real creative with their tasking and quick steps... Thanks again – I'm certain you will hear from us again.*

Gary Merritt  
J.O. Galloup Company

*Randy, the viewers watching remotely are saying that you are one of the best speakers so far at MEET. They loved your presentation! Thank you - wonderful job!*

Kathleen Tindell  
Program Director, HSMIA University

*You were totally OOC (out of control) awesome! I went back to work to try some of these tips out and they really worked for me. I can't wait to try more!"*

Cynthia Bowser  
Missouri Dept. of Natural Resources

*You were the highest rated speaker at this year's conference! Your overall rating was 4.95 out of 5 - way to go! We got lots of very positive comments. Thank you again for speaking to our group. It seems almost everyone is in need of your expertise.*

Mary Oberreither  
Missouri Governor's Conference on Tourism

**Contact Randy Dean, The E-mail Sanity Expert®,  
to bring him to your next meeting, event, training program, or workshop.  
[Randy@RandallDean.com](mailto:Randy@RandallDean.com) \* Office: 517-336-8906 \* Mobile: 517-896-6611  
<http://www.randalldean.com>**