



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

## **Key Strategies for Proactively Managing E-mail in a Personal & Professional Setting**

*by Randy Dean, MBA, The “Totally Obsessed”  
Time Management Guy & E-mail Sanity Expert*

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



If you would like to get control of your e-mail/information overload “beast”, you should attend *Taming the E-mail Beast*, led by author of the Amazon bestseller of the same name, Randy Dean, MBA. 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 in your inbox by having “natural” places for your e-mails to go. Learn how to get rid of all those “quick little” e-mails” once and for all, get your account back under control, and then keep your account under control moving forward. Finally feel on top of your e-mail, rather than feeling it is on top of you!

Randy Dean's abbreviated version of *Taming the E-mail Beast* covers the following topics/areas:

- Understanding the nature of the “information beast” and why effective e-mail administration is critical
- Why your personal habits or tendencies might make e-mail/information overload even worse
- How you can clear 80-90% of the “little stuff” out of your inbox by following one simple procedure
- The set-up of a proven e-mail organization system to help you create an appropriate place for all of your archival e-mails. This includes:
  - ✓ Building a new routine so you can be in control of your e-mail account at least once daily
  - ✓ Setting up a series of archival folders in your account to get your e-mails filed & under control
- Learning the best times of the day to check your e-mail to balance responsiveness with productivity
- Strategies for keeping e-mail from becoming a “constant interrupter” and destroying your focus
- 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
  - ✓ 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:
  - ✓ Identifying when e-mail is not the best or most efficient mode of communication, and when to stop unproductive and annoying “e-mail loops”
- How to get your account to “clean and controlled” from “messy and disorganized”, including how to effectively organize and archive accounts with literally hundreds or thousands of unorganized e-mails

(Note: Randy can lead this session in a more in-depth 2-4 hour program that includes even more e-mail strategies, strategies for managing a productive desk/workstation, and even how to integrate these strategies w/other capabilities in Outlook or Google apps.)

***A recent course attendee reported having 3,800 “inbox” e-mails when they walked into the course. A week later, this attendee was down to THREE messages. These strategies work!***

For more information on *Taming the E-mail and Info Overload Beast* or to learn more about other **Randy Dean** programs, including how to bring Randy to your organization/meeting, contact:



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## **Actual Program Attendee Comments: Randy Dean's *Taming the E-mail Beast* Program**

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**Randall Dean was wonderful and MANY take-aways from this session. Highly recommended!!!**

**Excellent presentation – Randy has a confident and seamless knowledge and delivery. Great pointers, great sense of humor. Very interesting and easy to do!**

**Love him, wish he would have had more time, he had great time saving ideas and I would have loved to have heard more!!**

**It was over the top excellent!**

**This was awesome! Lots of great ideas and loads of presentation energy.**

**Great content – the tips from this seminar will prove invaluable in organizing e-mail.**

**Very helpful. I appreciate all his short cuts and his helpful tips. Will come in handy in my office.**

**This was by far one of the most useful sessions I have ever attended in all my professional career**

**I enjoyed your program on *Taming the E-mail Beast*. Thank you for the many useful tips on controlling e-mail!**

**Awesome topic and engaging speaker—great timing for last session of the conference!**

**Very useful information – e-mail takes up a lot of my time so I am very excited to implement these ideas.**

**This presenter is very knowledgeable and well qualified. He had a very interactive session and used AV to help us understand.**

**He was one of the best speakers from the entire conference. Definitely an expert in this subject. Great job!**

**I loved his presentation - I would have preferred him to be the last speaker as he would have kept us more awake and energized at the end of the day!**

**Wow! Wish I had heard this lecture 4 years ago!**

**Exactly what I needed!!!**

**This was the most helpful seminar in the entire conference. Looking forward to more seminars with Randy!**