

## Finding an Extra Hour Every Day: Time Management Tips & Tricks for Busy Professionals



**R@NDY  
DEAN**

Randall "Randy" Dean, MBA  
The E-mail Sanity Expert ®

### 200-Word Description

In this popular program on “finding an extra hour of productivity” every day, Randy Dean, MBA, “The E-mail Sanity Expert”®, uses humor and high energy as he goes into many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals today: dealing with e-mail and input overload, managing multiple projects and tasks, maintaining “traction” when dealing with unexpected interruptions, clearing the clutter in your mind and your workspace for better focus and attention, keeping staff on task, tracking “who owes you what when” and getting that information on time, and better managing your calendar and contacts for better time and relationship management. He also shows specific strategies for Microsoft and Google users in this session (including now some time-saving tips in the Copilot and Gemini AI tools!) so they can apply the overriding strategies to the software they use every day. His goal is to help stressed out performers learn several new and immediately useful strategies and tech tips for finding a few minutes on your daily tasks, activities, and actions, leading to (hopefully!) at least an extra hour of productivity every day.

At the end of this session, people will be able to:

- Have a smarter regimen for managing incoming e-mail with less distraction and more focus
- Have a strategy for more effectively dealing with unexpected interruptions
- Know how to build a project-based, prioritized daily task list
- Keep up with the people that “owe them stuff”, to help avoid unnecessary urgency & missed deadlines
- Use popular functions in your calendar to schedule and meet commitments
- “De-clutter” your brain by moving “all of those lists” out of your head into a better place
- Learn a few very useful AI tips, and a bit on how AI chatbots work
- Have a better way to both start and “work” your day so you are more focused, more prioritized, and less distracted
- For Outlook users, this program will also potentially provide tips and techniques for using all five of the key Outlook functions: E-mail, Calendar, Contacts, Tasks, and Notes
- Gmail/Google tips can also be incorporated if you have an audience of mixed users.

3 Bullet Points:

- Have a strategy for more effectively dealing with unexpected interruptions, while also keeping up with the people that “owe you stuff”, to help avoid unnecessary urgency & missed deadlines
- Use popular functions in your calendar to schedule and meet commitments, while also building a smart, prioritized daily task list for focused productivity
- For Outlook or Gmail users, this program will also potentially provide tips and techniques for using all five of the key Outlook and/or Google Workspace functions: E-mail, Calendar, Contacts, Tasks, and Notes

#### 150-Word Description:

In this popular program on “finding an extra hour of time” every day, Randy Dean, MBA, “The E-mail Sanity Expert”®, uses humor and high energy as he goes into many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals: e-mail and input overload, managing multiple projects/tasks, maintaining “traction” when interrupted, clearing mental clutter for better focus, keeping staff on task, tracking deliverables, using new powerful AI tools, and better managing your calendar and contacts for better time and relationship management. He also shows specific strategies for Microsoft and Google users in this session so they can apply the overriding strategies to the software they use every day. His goal is to help stressed performers learn new and immediately useful strategies and tips for finding a few minutes on your daily tasks, activities, and actions, leading to (hopefully!) an extra hour of productivity every day.

#### 100 Word Description:

In this popular program on “finding an extra hour” every day, Randy Dean, “The E-mail Sanity Expert”®, uses humor and high energy as he covers many of the most common areas of productivity loss afflicting many busy professionals: e-mail and input overload, managing multiple projects/tasks, unexpected interruptions, mental and physical “clutter”, and better managing your time, people, and projects. This includes specific strategies for Microsoft and Google users so they can apply these strategies to the software they use every day. helping stressed performers find extra time, leading to (hopefully!) an extra hour of productivity and focus every day.

#### 25 Word Description:

This fast and fun program gives tips for managing multiple projects/tasks/interruptions, clearing mental clutter, keeping track of staff & deliverables, and tips for smartphone productivity!