

Recordings now available from the ...

Time, Project, Task Management Webinar Day:

Thursday, February 13th, 2025

Programs for Outlook & Google Users

**R@NDY
DEAN**

All Programs led by ...



Randy Dean, MBA, CVP

(Certified Virtual Presenter)

The E-mail Sanity Expert®

Program Info/Bonuses:

All registrants will get immediate access to the video recording upon payment/registration, as well as a PDF handout file they can print and use to take notes as they go through the program. They will also get a copy of Randy's newly updated, video-integrated e-book version of his bestseller, Taming the E-mail Beast, as well as his bonus YouTube Channel Guide, with links to more than 100 of Randy's best video tips. Registrants will have access to the video for up to one year following purchase.

Below are the registration links: Use code **RandyList** at checkout to receive \$10 off the already-low registration fee.

Program 1: Time/Project/Task Management [Google Workspace Users](#)

Program 2: Time/Project/Task Management ["Classic" Outlook Users \(Formerly Local Client/Outlook 2019\)](#)

Program 3: Time/Project/Task Management [New/Web Outlook Users](#)

Not sure which version of Outlook you are using?

Randy recently sent a note to his e-newsletter subscribers to help them with identifying the version of Outlook they currently use:

<https://conta.cc/4aZ4Oi5>

Upon confirmation of registration, all registrants/attendees will receive:

- A following e-mail with the **immediate-access instructions for your chosen live program video from Thursday, February 13th**
- Immediate access to **the Taming E-mail REBOOT PDF e-book**
- Randy's **YouTube Channel Guide PDF** with links to more than 100 of Randy's best video tips
- Access to a **coordinated PDF handout file** prior to the session for printing/taking notes



Copyright Notice: Remember, this registration is for a single-person license. **PLEASE, no unauthorized sharing.** If you have a **larger group in your organization** that would like to view any of these recordings, please contact me at randy@randalldean.com for multi-person program options at a reduced per-person price.

Special BONUS Offer: Upon registration, you will also receive a checkout code to take **50%** off the regular \$69 price (\$34.50) for access to one of the recordings of the recent live *Taming the E-mail Beast* webinars that took place in late October. (And if you attended those sessions, contact me at randy@randalldean.com to get a **50% off code** for these replays!)

Find links about these Taming E-mail program sessions on the last page of this announcement.

Would your professional group be interested in offering or co-promoting?

Contact me at randy@randalldean.com to learn more. There are options for providing this as a **standalone webinar** on a different date & time for your group members/company staff. There is also an option to **co-promote these webinars/recordings** for a share of the revenues for your group. This is an easy, “no-risk” option to provide valuable professional development content while also generating revenues for your organization. There are even options to take the video output from these and past webinars/course recordings and adding to your **online course catalog** and/or **learning management system (LMS)**.

REMEMBER: Use code **RandyList** to get an additional \$10 off your registration for any program using the registration links on the previous page. (This code also works for a \$10 discount on any of the previously-recorded video programs listed on the last page.)

The full description of the programs and additional information starts on the next page.

Randy Dean's “Optimizing Your MS Outlook” ... Using Outlook to Manage Your Time, Projects/Tasks, People, and Ideas



Brief program description and learning points

In this popular program on “getting the most from your Outlook” for MS Outlook users, Randy Dean, author of the former Amazon e-mail bestseller, *Taming the E-mail Beast*, shows how to expand your capabilities with the market-leading Microsoft Outlook e-mail and professional organization software. He can cover either the Classic Outlook version (formerly Local Client) that is still being used by many organizations or the New/Web Outlook version (or both if you have a mix of users!) ***He also now briefly covers options in To Do and Planner*** for those also now using those powerful 365 programs as part of their project/task management mix.

Randy delves into Outlook-specific strategies for better higher-level AND day-to-day time/project/people/task management: setting bigger picture goals and building annual plans, managing multiple projects & tasks; maintaining “traction” when dealing with tasks and interruptions; clearing the clutter in your mind for better focus; keeping staff on task; tracking “who owes you what” and getting that information on time (including task delegation options); and better managing your calendar and contacts for better time and relationship management.

His goal is to help stressed out performers learn several new and immediately useful Outlook strategies for finding a few minutes on e-mails, tasks, activities, and actions you are already doing, leading to at least an extra hour of productivity every day. Get more from all five of the key Outlook functions: Calendar, Contacts, Tasks (To Do), E-mail, and Notes (or OneNote); for greater productivity, sanity, efficiency, and work-life balance.

Learning points:

- A basic understanding of key “bigger picture” time management principles – including your current active projects and life roles – and how they can be integrated into your MS Outlook software
- Fully integrating your MS Outlook software into your time, project, people, and e-mail/info management systems, and getting the most usability and functionality out of your software, including:
- Setting up your “Tasks” function and/or Microsoft To Do/Planner for prioritized project/client action
- Strategically managing your Calendar to increase personal and professional effectiveness
- Using creative tracking methods to make interpersonal communications more efficient and effective
- Integrating your Outlook software into your broader office/personal organization system
- Utilizing the “Notes” function (and the related OneNote app) to help “clear your mind” by creating several highly useful lists for organizing the random clutter in your mind
- How to set up Outlook “reminders” in e-mails, tasks, and calendar items that prompt you to take appropriate task actions at the right times
- Enhancing the information saved in your “Contacts” list for better relationships & communication
- Using “start of day”, “during the day”, weekly, and annual rituals to get your projects and people up front through more effective use of your calendar and task list, and put e-mail in its “proper place”

I do something sort of unique in my sessions -- it isn't just a straight PowerPoint deck -- I actually open up live working versions of the software -- in this case Microsoft Outlook (both the older “Classic” version and/or New/Web Outlook -- and do live demos. By nature, this usually creates a significant amount of audience interest, participation, and Q&A, which I actively encourage.

Time Management in “The Cloud” Using Gmail/Google Workspace

Time, Life, Work, Project, People, Calendar, & E-mail Management Using Google

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*Can you honestly use Google's cloud-based "Workspace" apps for professional business & productivity activities? The answer: **ABSOLUTELY!** -- this session will show you how!*

In this course, you will learn several strategies and techniques on how the new Google Suite of productivity apps can seriously be considered for an advanced personal productivity and time management system. Randy Dean, MBA (The E-mail Sanity Expert®) will help you understand how many of the different functions within Gmail, Google Calendar, Google Contacts, Google Tasks & Google Keep (and more!) Randy can show you how these new applications were designed for enhanced productivity and give great suggestions on how you can get so much more from this powerful and amazingly useful “cloud-based” software, opening up the freedom of any device, any platform, anywhere!

Randy's **Time & Project Management in “The Cloud”** course covers the following topics/areas:

- Why Google-based apps stored "in the cloud" make sense for many business professionals
- Key tips & strategies for Google-based e-mail management, including “folder” design and management, converting e-mails to task, calendar items, and contacts, and automating repeating messages
- Strategies for managing projects & tasks in a Google/online environment, including an overview of the improved Google Tasks function and related Smart Phone apps
- Calendaring tips and techniques for online calendar management anywhere, including meeting management, effective use of reminders, group calendar access, and more
- A smart daily "Start Up" routine that will guarantee you are focusing on key projects, people, and commitments with less distraction
- Clearing the clutter from your head using easily available Google Keep
- Managing your contacts online using Google Contacts and apps like LinkedIn (& even Facebook)
- A discussion on integration with existing peripherals -- anyplace, anywhere you have Internet!

Randy integrates plenty of humor and real-world application into this quick-hitting session, and nearly everyone will walk out of the room buzzing with ideas for enhancing their “cloud-based” productivity and expertise. For more information on Randy Dean's **Google Time Management in “The Cloud”** program or to get information on the other programs by Randy Dean, visit his web site at <https://randalldean.com>



Randall Dean Consulting & Training, LLC

803 Longfellow Drive □ E. Lansing, MI 48823 □ Phone: 517-336-8906 □ Fax: 832-550-3308
Mobile: 517-896-6611 □ Web: <https://randalldean.com> □ E-mail: Randy@randalldean.com

Randy has other recently updated video training programs:

NOTE: Here are a more “Anytime” video training programs by Randy (including links to the purchase pages for the recent Taming E-mail webinars):

Use the links below to learn more and register for “right now” access...

[Recent Video Recording: New Web/Outlook Users: Tame Your E-mail Beast!](#) \$69

[Recent Live Webinar Recording: "Classic" Outlook: Tame Your E-mail Beast!](#) \$69

[Recent Live Webinar Recording: Gmail Users: Tame Your E-mail Beast! Key Strategies for Managing Gmail Overload](#) \$69

[Recent Live Webinar Recording: Beyond Outlook: OneNote, OneDrive, and Microsoft Teams for Enhanced Project/Team Collaboration/Coordination](#) \$59

[Managing & Leading Great Staff/Team Meetings: From Boring & Unproductive to Active & Engaged!](#) \$59

[From Distracted to Productive: Finding Focus in a Hyper-Interrupted, e-Distracted World](#) \$49

[New Program on Microsoft OneNote: Hybrid On-Demand Recorded Webinar Program](#) \$49

[Taming the E-mail Etiquette Beast: Writing E-mails that Work! \(And don't drive people crazy!\)](#) \$49

And watch for more videos (and possibly related live webinars!) in this series coming soon! Also, please keep these programs in mind for your upcoming events – I can do all of these live at your in-person conferences/meetings, company training programs & webinar events.

Visit <https://randalldean.com/programs/> to see a listing of Randy's most popular programs with brief descriptions.