

Take Back Your Life!™ 101 E-mail Webinar Series

Save up to two hours per day with the strategies you learn here!

E-mail overload is the #1 challenge to workplace productivity. Many Fortune 500 companies call on McGhee Productivity Solutions to help work teams gain control of their inboxes and refocus on their objectives. Now this proven strategy to support a people-ready environment is available in a dynamic, self-paced introductory web series.

The **Take Back Your Life! 101 E-Mail Webinar Series** is a three-module program with MPS founder Sally McGhee and executive consultant John Wittry as your guides. Each of the one-hour tutorials can be viewed anytime, anywhere, to enhance staff efficiency from the start. Learn three practical, simple concepts that are now benefiting the world's most successful companies:

Storing E-Mail So You Can Find It Fast. This effective e-mail reference system can save you as much as 50 minutes a day.

Writing E-Mail That Gets Results. Learn how MPS' high-impact PASS model uses all parts of the e-mail to reduce volume and speed action.

Getting to Zero in Your Inbox. Discover how the MPS E-Mail Processing Model™ can reduce e-mail in your inbox by 80%.

McGhee Productivity Solutions is committed to helping organizations create high-performance cultures through focused productivity education and effective technology tools.

*We believe in the people-ready environment.
We believe in work and life in balance.*

Webinar Module Overviews

Module 1:

Storing E-mail So You Can Find it Fast

- Creating an effective reference system using the Personal Folders list and My Documents
- Reference vs. action information
- Finding all the places you keep information
- Setting up your storage locations
- Creating e-mail reference folders
- Keys to an effective reference system

Module 2:

Writing E-mail That Gets Results

- The value of writing effective e-mail
- Creating effective e-mail with the MPS PASS Model™
- Use of the To, Cc, and Bcc lines
- E-mail signature lines
- Questions to ask yourself before hitting send
- Effective e-mail responses
- E-mail formatting for readability

Module 3:

Getting to Zero in Your Inbox

- Creating an Integrated Management System
- Action vs. reference information
- Creating your action system – Task List and Calendar
- Transferring e-mail to your action system
- Dedicating time to process and organize
- The MPS E-mail Processing Model™

The MPS Take Back Your Life! 101 E-mail Webinar Series brings the productivity power-tools used by successful companies to your workplace. Priced at just \$60.00 for the full series or \$25.00 per module, this is a must-have tool to create a people-ready environment. Order it at www.mcgheeproductivity.com/products.