

# BECOME AN EMAIL CRACKER JACK WITH LAURA STACK!



Dealing with Digital Overload (Requires  
Microsoft Outlook with Exchange)



## SEMINAR DESCRIPTION

Certified Microsoft Office Outlook Specialist, Laura Stack, is the Queen of Email Productivity. This seminar will give you solutions for some of your most challenging Outlook questions! Includes a reference workbook with screen shots and detailed, step-by-step instructions, as well as an optional 12-hour online followup training curriculum. Laura will help you overcome your fear of something fall through the cracks, because her system is bullet-proof!

## Laura's Top Ten Strategies for Email Management:

1. **Reducing:** reducing the volume of inbound messages
2. **Filtering:** automatically removing, moving, or filing certain types of communication
3. **Converting:** witching emails into meetings or to-do items
4. **Prioritizing:** triaging the actions inside the emails and knowing what to do next
5. **Writing:** responding quickly with emails that are actually read
6. **Scheduling:** blocking out time to work on email without having it take over your day
7. **Alternating:** using other tools except email to complete certain tasks
8. **Speeding:** using templates, quicksteps, multi-actions, and short keys to perform email tasks more efficiently
9. **Emptying:** learning a step-by-step process to get to Inbox Zero every day
10. **Saving:** stop using email folders and find what you want when you want it (no, your inbox is not a filing system either)