

Take Back Your Life™ 101 E-Mail Tutorial 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 teams gain control of their inboxes and refocus on their objectives. This proven strategy is now available online in a dynamic, self-paced eLearning series.

Take Back Your Life™ 101 E-Mail Tutorial Series is a three-module, self-paced program. Each one-hour tutorial module can be viewed online anytime. Learn three practical and simple concepts utilized by some of the world's most successful corporations:

- **Storing E-Mail So You Can Find It Fast.** This effective e-mail reference system can save you up to 50 minutes per day.
- **Writing E-Mail That Gets Results.** Learn how McGhee's high-impact PASS Model™ uses all parts of the e-mail to reduce e-mail volume and speed action.
- **Getting to Zero in Your Inbox.** Discover how the 4Ds for Decision Making™ e-mail processing model can reduce the amount of e-mail stored in the inbox by up to 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/life balance.*

Overview

Module 1: Storing E-Mail So You Can Find it Fast

- Creating an effective reference system using My Documents and the Personal Folders list
- 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
- Writing effective e-mail using the McGhee 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
- Creating your action system using the task list and calendar
- Transferring e-mail to your action system
- Dedicating time to process and organize your e-mail
- The 4Ds for Decision Making™ e-mail processing model

Take Back Your Life™ 101 E-Mail Tutorial Series brings some of the most successful productivity tools right to your computer. Order it today at www.mcgheepro.com under products.