

eOrganising™

A woman with long blonde hair and bangs is smiling and looking towards the camera. She is sitting at a desk in an office environment. A computer monitor is visible to her right, and a mouse is on the desk. The background is slightly blurred, showing office shelves and equipment.

Most people spend too much time reading emails, trying to understand emails, looking for emails and generally playing with emails, leaving little time to action the work.

As more and more work and communication comes to us in the form of email, now is the time to revisit the systems we have in place to handle the workflow.

It's time to take back control... stop letting your workload dictate what has to be done and start telling your workload what you plan to do.

- Are your people buckling under the strain of too much email?
- Do they feel out of control?
- Are they being managed by their emails?
- Are they drowning in the constant flow of information?
- Do they spend more time "looking" for stuff than "doing" work?
- Do they misplace or forget the important things?
- Are they feeling overwhelmed and stressed?
- Is your IT section creating frustration by limiting mail box sizes?
- Are they too "busy" answering emails to focus on their more "important" work?
- Have you spent valuable time and money on training only to find no one has the time to put it into action?

There has to be a better way... and there is.



A PASSION *for* RESULTS

OUTCOMES

By applying the eOrganising™ principles to our e-workload, this practical program shows how to:

- Assess priorities based on our definition of importance
- Sort what has to be done and when
- Easily find what we have planned to work on
- Automate our inbox inflow
- Increase action time and reduce re-reading time
- Keep under the company mailbox limits
- Reduce our stress by gaining control

When we apply these principles, participants find that an empty inbox is possible and the time saved by increasing email productivity can be invested in high value activities, including business and personal development, and gaining a better work/life balance.

"I can sincerely say that the eOrganising course was the best time management course I have ever done. One of the best things about the course is that it is PRACTICAL, after a morning of tutorial Paul came to each of our desks and put into practice what we had just learnt. I am now in control of my inbox (and not the other way around).

Paul is PASSIONATE and enthusiastic about what he teaches."
Gavin, Senior Financial Accountant, Recruitment

Paul Worth is a practical and energetic presenter, facilitator and coach, whose passion is helping people achieve their potential. Paul has over 30 years experience in management and training roles in the retail, hospitality, automotive and financial services industries.

Contact Paul on 02 9960 3700 for more information, or visit our website www.eorganising.com.au.

TOPICS COVERED

This will cover areas such as:

- Moving emails into the Task List or Calendar to help plan our workload (still keeping them as emails so as they are easy to find and work on).
- Setting up better functions such as our log on views, removing "pop ups" and getting us out of the inbox in general.
- Setting up a folder structure within Outlook, or Lotus, and on the hard drives to better reflect our areas of performance.
- Greater use of Contacts to help us manage clients and simplify sending emails outside of our global lists.
- Setting up Rules and how/when to use them to reduce the inbox traffic.
- How individual emails are sent and how we can better specify them to our needs.
- Archiving what, when and how

We will also cover, on a need to know basis, such things as setting up folders, auto signatures, moving emails, meetings, out of office and any other common features of Outlook or Lotus. By the end of the program attendees will have a full understanding of Outlook or Lotus and what it can do to support them with their electronic work. They will have a process to handle their workflow and an empty inbox.

"I felt the program really related to my work and it was useful to be able to put learnings straight into action. I found Paul to be a very positive trainer that believes in the program, it showed, thank you very much. I believe the program will help me in my career – another 40 yrs! A great start from my point of view."
Sally, Team Leader, Financial Services.