

Taming the E-mail Beast: Key Strategies for Managing Your E-mail Overload (Outlook & Gmail)



**R@NDY
DEAN**

165-Word Description:

Is your e-mail a “beast”? Does it take up too much time, cause distraction, and actually get in the way of productivity vs. helping with productivity? Without a system for “controlling the beast”, professionals spend much of their work (and personal) time losing efficiency, productivity, and focus. If you would like to get control of your e-mail “beast”, you should attend this program led by Randy Dean, MBA, author of the Amazon bestseller, ***Taming the E-mail Beast***. Randy shares strategies for effective e-mail management, organization, and prioritization (*featuring live and newly updated demos in popular programs like Outlook and Gmail as well as now some new capabilities with popular AI-tools like Copilot and Gemini!*) that have helped thousands of business professionals regain control and sanity with their e-mail activities (one university client even found that the average attendee saved more than 2 hours per week by taking this program!) Enhance your efficiency today and walk away with immediately usable tips and techniques!

Randall "Randy" Dean, MBA
The E-mail Sanity Expert ®

At the end of this program, attendees will be able to:

- Understand the nature of e-mail & information overload in today's workplace
- Have a strategy for “splitting” work, personal, and junk/spam e-mails for greater efficiency
- Use a very simple “triage” method for managing all incoming e-mail that allows for both greater speed and prioritization of those messages and embedded tasks
- Learn how to convert e-mails quickly into tasks, contacts, and calendar items
- Use embedded functions inside of your e-mail that allow you to “automate” certain common activities/messages (including now some AI-powered tools for increased efficiency)
- Greatly reduce distraction by setting up special notifiers and adjusting internal settings in both Outlook & Gmail
- Build a personal file “infrastructure” that can assist in achieving greater organization and possibly even “e-mail ZERO”!
- Can now also include tips on integrating Copilot/Gemini AI for more efficiency if desired
- Demos now include not only the older (but still widely used) “Classic” Outlook but also the “New” & Web Outlook versions, as well as Gmail for mixed audiences

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 -- Outlook & Gmail -- and do live demos. By nature, this usually creates a significant amount of audience interest, participation, and Q&A, which I actively encourage.

Something New: I now offer a new e-book on *Taming the E-mail Beast* that integrates with the videos on my popular YouTube channel: <https://www.youtube.com/c/RandyDeantimelyman> I am willing to provide this e-book to all attendees of your event as part of my fee, as well as my latest copy of my YouTube Channel Guide: https://randalldean.com/youtube_guide_timelyman_c23/ -- these bonuses allow attendees to keep building/developing their skills on these topics well after the time of the live event. Happy to share a copy if interested.

Key Learnings: 3 Bullet Points:

- Understand the nature of e-mail & information overload in today's workplace, including a strategy for “splitting” work, personal, and junk/spam e-mails for greater efficiency and reduced distraction
- Use a very simple process for managing all incoming e-mail that allows for both greater speed and prioritization of those messages and embedded tasks, including how to convert e-mails quickly into tasks, contacts, and calendar items in both Outlook and Gmail
- Use embedded functions inside of your e-mail (including now new AI tools) that allow you to “automate” certain common activities/messages/responses, gaining efficiency while simultaneously improving long-term communications quality

3 Shorter Bullet Points:

- Use a simple process for managing e-mail that allows for greater speed, efficiency, & prioritization
- Use embedded functions in your e-mail software that allow you to automate common activities/messages
- Greatly reduce distraction by setting up special notifications and adjusting internal settings

100 word description (650 characters)

- Every day, busy professionals are getting buried under a continuing stream of both useful and useless e-mail. If you would like to get control of your e-mail “beast”, attend this program led by Randy Dean, MBA, author of the Amazon bestseller, ***Taming the E-mail Beast***. Randy shares strategies for effective e-mail management, organization, and prioritization (with live and newly updated demos in popular programs like MS Outlook and Gmail) that have helped thousands of professionals regain control and sanity in their inboxes. Enhance your productivity and efficiency with your e-mail and walk away with immediately usable tips and techniques!

Promo tweet:

You know that annoying person with almost no e-mails in their inbox? You could be that person by attending the Taming the E-mail Beast session at NAME. Enhance your productivity, reduce distraction, gain control in both Outlook & Gmail.