

# MASTER YOUR EMAIL

rather than  
it managing you.

**Training on how to use email professionally. Workshops, lectures and online coaching.**

## THE WAY WE USE EMAIL COSTS BUSINESSES TIME AND MONEY

- According to Harvard Business Review it takes a total of 24 minutes to get back on task after opening an email.
- Research from TNO/CBS states that 46% of managers across all industries are barely able to keep up with the information overload.
- Michigan State University found "when managers are the ones trying to recover from email interruptions, they fail to meet their goals, they neglect manager-responsibilities and their subordinates don't have the leadership."

*"One of the very best, most useful and practical workshops I have ever attended! An absolute recommendation to everyone; from General Manager to Trainee, from Marketing to Logistics. GREAT!!"*

**GOVERT VAN BEUNINGEN**  
Controller Professional Products Division  
**L'ORÉAL**

## SPEEDMAILING WILL NOT SOLVE ALL OF YOUR CHALLENGES, JUST THE IMPORTANT ONES

- Achieve an empty inbox every single day and have more control over your tasks and commitments.
- Be confident that you are not overlooking things so you can make better decisions and spend more time on important tasks.
- Increase the speed at which you process email, and therefore spend less time on it.
- Create more time for the priorities and work that require creative and strategic thinking without interruption.

## SPEEDMAILING PART I

### MASTER YOUR INBOX AND TASKS

Half-day training

- Learn how to quickly and easily empty your inbox, in minutes.
- Learn how to search like a pro and learn tips and tricks for easy email processing.
- Look with a critical eye at the role of email in your organisation and how you can support your team through better emailing.
- Go home with an empty inbox and a clear mind.

## SPEEDMAILING PART II

### MASTER YOUR ATTENTION AND PRIORITIES

Half-day training

- Reflect on the email management method addressed in Part I.
- Identify what is going well and can be improved.
- Learn practical tips for improving focus and reducing procrastination.
- Expand your personal workflow to optimise information overview and make it work for you.

# WHAT WE OFFER



*"Funny, scary and extremely helpful!"*

Fredrik Hermodsson,  
Project/Process Leader



*"It changes radically the way you organize your emails and by doing so, also your life."*

Lisa Weinans, Dealer Services  
CS Team Leader



*"Invest 3 hours to get hundreds back."*

Yasemin Kural, Senior Global  
Brand Development Manager



*"A real eye-opener about the importance of daily e-mailing and efficient time management! Spectacularly presented and really fun to go to."* Jasmin Mirpuri, CRM Trainee

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or custom workshops  
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