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.”

**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.

“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 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

IKEA
“Funny, scary and extremely helpful!” Fredrik Hermansson, Project/Process Leader

PATAGONIA
“It changes radically the way you organize your emails and by doing so, also your life.” Lisa Weinans, Dealer Services CS Team Leader

SAMSON
“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

UNILEVER
“Invest 3 hours to get hundreds back.” Yasemin Kural, Senior Global Brand Development Manager

For more information on lectures, coaching or custom workshops please visit:
speedmailing.com