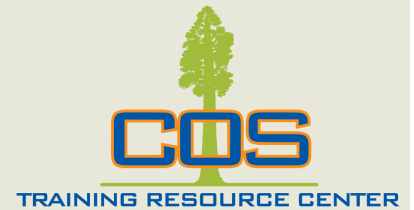
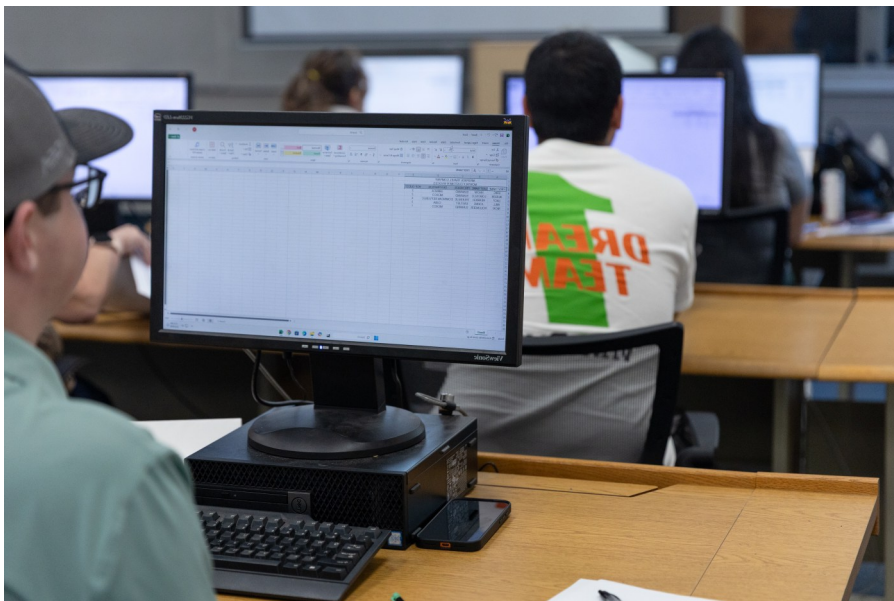


EMAIL ORGANIZATION & MANAGEMENT TRAINING



This focused workshop combines effective email management with practical time management strategies to help participants improve organization, increase productivity, and make better use of their workday. Participants will learn how to organize their Outlook inbox using folders, rules, flags, categories, Quick Steps, search tools, and archiving techniques to reduce email overload and improve efficiency.

The workshop also introduces essential time management principles, including planning, prioritization, goal setting, overcoming procrastination, reducing clutter, and identifying common workplace time wasters.



“Clutter is nothing more than postponed decisions “

– Barbara Hemphill

Brief Class Outline

- Email Rules for Automatic Organization
- Flags, Categories, and Quick Steps
- Professional Emails
- Daily Email Management Routines
- Impact of Time Wasters
- Planning
- Procrastination
- Reducing Clutter
- Priorities

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