

Put an end to E-mail Overload!

Become more productive in under 5 minutes with these easy to read booklets designed to save you time and eliminate hassles. A convenient size so that you can keep them near you as a handy reference.

Tips

for avoiding inbox overload

Using
Microsoft
Outlook

By Wayne McKinnon

Ask about
customization

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Tips for the Tele-Commuter

Full of useful tips that you can use on every one of your out-of-office excursions to reduce the hassle of using e-mail remotely. Includes a check list so that you don't forget anything before you leave, and a step-by-step procedure for using e-mail when you are away from the office.

- Preparing for your trip
- Reducing remote communication costs
- Setting up your system to work off-line
- Composing messages when you are not connected
- Options for starting the system when you are in the office or away
- Downloading messages
- A place to record critical support phone numbers

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Tips for Avoiding Inbox Overload

Strategies you can use to become instantly more productive. Reduce inbox overload at its source. Full of timesaving tips you can use to effectively manage your inbox. Includes powerful ideas for avoiding e-mail advertising.

- How to manage your inbox effectively
- Tips for responding to messages in less time
- How to reduce unnecessary messages at their source
- Recover the lost time that e-mail takes out of your day
- Escape from junk mail
- Create rules to process mail automatically
- Instinctively focus on important messages
- Display information in ways that are more meaningful

3

Best Practices

Designed as a supplement to your corporate e-mail policy, Best Practices contains practical advice that you and your organization can use to eliminate the risks and create a user-friendly messaging culture. Includes tips on writing style and answers to frequently asked questions. This guide may be used as informal guidelines in the absence of an official policy.

- Personal use of e-mail
- Document management
- Security and Secrets
- Effective writing techniques
- What you should know about Internet mail
- Corporate e-mail policy excerpts

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