



Enhanced email productivity courses

Technology is great but...

Incorrectly utilized technology can become more of a hindrance than a help. In some cases it can actually decrease the productivity of your workers.

Most businesses rely on technology every day. They also rely on the skills of people utilizing that technology to provide them with the results they are after. But what happens if these people aren't skilled enough?

Technology for businesses is a very significant investment but many are failing to see a return on that investment.

The reality

"Dr. Thomas Jackson of Loughborough University, England, found that it takes an average of 64 seconds to recover your train of thought after interruption by e-mail. So people who check their e-mail every five minutes waste 8 ½ hours a week figuring out what they were doing moments before."

"A survey, of 4,000 people from 150 UK businesses, showed that the average worker wastes one hour every day through inefficient use of email."

"A recent survey found that more than half of those asked spent two hours a day looking at emails while a quarter had at least 200 messages in their inbox at any time because they have no time to clear them."

"For people doing knowledge work - the most highly paid employees - every time you are interrupted it takes 5-15 minutes to fully recapture your train of thought and get back to being completely immersed in your main task."

A solution

Enhanced Email Productivity courses

If your business wants employees to be more effective and efficient then consider our productivity courses. Delivered at your office, these sessions demonstrate how to be more effective with email as well as other common technology. We'll work with you and your staff to ensure that you not only understand technology better but you'll also understand how to deal with interruptions technology creates.

Our seminars go beyond dealing with frustrations and examine critical issues of technology utilization. They help attendees focus on getting the best from technology so they can actually get more real work done.

Technology should make work easier and our courses will show attendees how to achieve this.

If every employee saved 1 hour per week they'd get 13% more done. This would directly translate to an average saving per employee of around \$7,000 per year. For a business with 10 employees that could be a saving of \$70,000 per annum.

Course outline

Our courses can be tailored to suit the individual needs of your business but they will typically include the following items:

The problem with emails

This section looks at the issues that arise around poor email handling including: defragmentation of time, interruption and being unable to locate information.

Receiving emails

The methods by which emails are received directly determine how productive you are. This section will examine the most effective methods of dealing with inbound emails and how to overcome information overload.

Sending emails

Any email you send is a direct reflection of your professionalism and state of mind. This section will examine the most important techniques of sending valuable emails including important issues such as etiquette, formatting and getting your message across.

Time savers

Most email programs have plenty of time saving features that most people are not aware of. This section will demonstrate how you can use things like templates, signatures and categories to reduce the time you spend in your inbox.

When not to use emails

Sometimes email is not the best method to use. This section will show where and when you should not be using emails if you want to be effective.

Act now

To book a seminar for your business and start being more productive, **contact Robert Crane directly on 0409 010950.**

For more information about our other email productivity solutions including our enhanced email productivity quick start book please visit www.ciaops.com/doemailless.

Other services

For more information about our full range of technology solutions please see the website www.ciaops.com or contact us via director@ciaops.com.

You can also keep up to date with what is happening with our productivity courses via Robert's blog at <http://supportweb.ciaops.net.au/blog>