



FOCUS Session

Email and Diary Management

A well-managed diary and email inbox will maximise yours and your executive's time and prevent frustration, missed opportunities and unnecessary stress!

Arguably the most valuable skill of any assistant is the ability to manage and control diaries and email inboxes. It can also be one of the most time-consuming. This seminar identifies what good diary management skills actually are and strategies to prevent inbox overload and ineffective scheduling. Topics include:

- Top 5 tips for diary management
- Flagging, colour-coding and sorting
- Regular items to include in your manager's schedule
- Simple email management rules to help keep control of the dreaded inbox!
- Email conventions for effective communication

'Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week'.

Charles Richards.

MPS

training

exceeding expectations

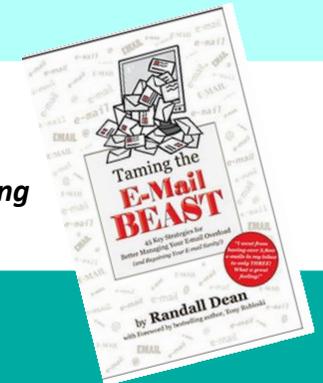
LEARNING OUTCOMES

MPS Training Focus Sessions are designed for optimal discussion and interaction. Our trainers use current effective facilitation techniques to ensure all learning styles and thinking preferences are addressed to ensure every unique learner achieves the key learning outcomes:

- Applying 5 diary management tips to improve efficiency and accuracy of diary management
- Creating an efficient coding and flagging system to organise diaries and schedules
- Identifying regular activities and necessary breaks in a manager's schedule to ensure effective time management
- Applying basic email management rules to improve inbox efficiency and organisation
- Writing emails using plain English conventions to ensure readability, confidentiality and accuracy.

\$132 per person (GST inclusive)

Includes training materials **plus a complimentary book: Taming the E-Mail Beast** by Randall Dean



VENUE:

MPS Training Centre
Unit 9/141 Flemington Road Mitchell,
ACT

Check our website for course dates

Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

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