



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

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***

VENUE:

MPS Training Centre

Unit 9/141 Flemington Road
Mitchell, ACT

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