



## A NISH Academy Webinar

Microsoft Outlook:  
*Ways to Tame Your Inbox and  
Manage Your Email*

**Challenge:** With email, appointments and calendars facing you everyday, the urgencies of the moment may seem to border on the chaotic. The technology that was designed to liberate you swamps you in a flood of data and clutter. Instead of addressing what is truly important, you become distracted and pressured to react to situations perceived as urgent.

**Solution** Staying on task is essential to success. *Ways to Tame Your Inbox and Manage Your Email* will teach you how to stop "living in your inbox" and start prioritizing tasks, messages, and appointments to achieve what's important to your organization and you.

**What You  
Will Learn**

- Ways to prioritize your daily tasks and long term projects using Microsoft Outlook
- How to organize and process your email
- How to use the "Four D's" for Decision Making
- Formatting your email for a "professional" look
- Tips for proper email etiquette
- Creating contacts and tasks from your messages
- How to avoid common email mistakes

Even professionals proficient in MS Outlook can still discover new features and tools to organize and accomplish more each day in their inbox and calendar. This webinar will demonstrate features and shortcuts to save you time in your vital role.

**Space is limited.**

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/237576123>

For more information or to register for this webinar,  
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