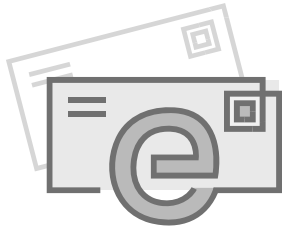


E-mail: Ins and Outs

**DATE:**

Tuesday, May 5, 2009

TIME:

Session 1: 8:00 am - 12:00 pm

Session 2: 1:00 pm - 5:00 pm

LOCATION:

2912 Marketplace Dr.
Fitchburg, WI

INVESTMENT:

\$149.00 per person

Save \$20 per person— Register
5 or more people from your office

REGISTER:

Online by April 24, 2009

www.SOSorganize.net

Two area experts on communication and organization teach you how to organize e-mail received (**INS**) and write more effective e-mail messages (**OUTS**). Nancy Kruschke McKinney, CPO®, of Successful Organizing Solutions (S.O.S.) and Pat Seidel, of Pat Seidel Training, LLC team up to share over 45 years of experience and expertise in this highly interactive workshop with one goal in mind—**increase** individual work productivity by decreasing time spent managing, writing, reading, and filing e-mail.

Recoup your training investment in one day when you decrease time spent on e-mail!

- ☞ Research shows that most employees waste at least one hour per day on e-mail.
- ☞ E-mail costs companies \$600 billion per year.

**What is the cost to your company?
\$1,000? \$2,500? \$3,500?**



Workshop participants learn how to:

- Control what reaches your IN Box
- Prioritize e-mail requiring action
- Create an easy to use file structure
- Write effective subject lines
- Organize for the reader
- Decide when e-mail is the correct choice

This workshop is available for your company. Contact us to discuss your needs and schedule today.



Pat Seidel Training, LLC

Pat Seidel, Principal
Trainer, Consultant, and Speaker

Phone: (608) 455-8391
Email: patseidel@charter.net
Web: www.patseidel.com

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Nancy Kruschke McKinney, CPO®
Certified Professional Organizer,
Consultant, and Speaker

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