



# Email Management

with Lori Vande Krol, Productivity Expert  
and Microsoft Outlook® Specialist

Are you overwhelmed by email?  
Are you are drowning in information, tasks, and ideas that  
constantly fill your email inbox?

You can learn to gain control over your inbox and create  
systems that let your email program work FOR you instead of  
adding to your stress. I'd like to help!

## Overcome email overwhelm.

In Life Made Simple's email management session, we will spend two powerful hours setting up your email program - Outlook or Gmail - for increased productivity. Using the ART™ (Action-Reference-Toss) methodology, we will create systems to simplify your decision-making and clear your inbox. Incoming email will be reduced, and you will know what to do with every email that you receive. Don't waste another minute in an unproductive inbox - get in touch today.



### Delivery

The two-hour email management session can be done in person or virtually by screen sharing via Zoom or a similar tool. Life Made Simple also offers email training and workshops for teams and other groups.



### Tools

Microsoft Outlook and Gmail are effective tools for managing email. We can work within any version of either tool.

\$350 per 2-hour session.  
Volume rates available.



### Follow-Up

While we will accomplish a lot in two hours, there will likely be some remaining areas to review and complete. The session will be followed with a simple plan for completion, maintenance tips, and reminders to keep you on track.

## Get in touch:

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