

## Cutting Through the Clutter of Your Professional and Personal Life

He might be on YouTube, Amazon.com and all over the Internet. But Randall Dean still never fails to get excited to hear that one of his clients has reduced his or her inbox down to zero.

That's why Dean has become one of the nation's most successful corporate consultants on professional time management and email strategies. Each workshop Dean teaches and each piece of advice he gives is meant to help professionals become more efficient and productive in their professional and personal lives.

But to Dean, his work isn't just a job. It's an obsession.

"I cringe when I hear that people have hundreds of even thousands of emails in their inboxes or that they don't feel there are enough hours in the day to accomplish their goals," Dean says. "We can all become easily overwhelmed by all the technology and tools that are supposed to make our jobs easier."

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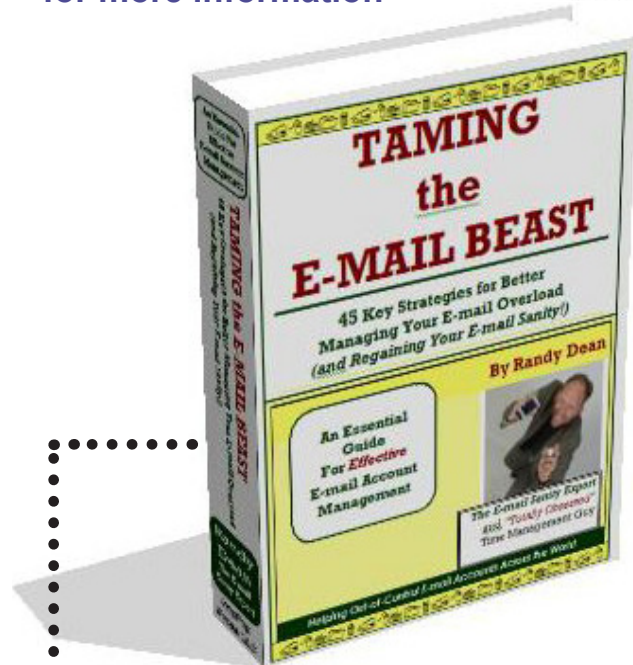
You could say that Dean works with professionals to help them maintain their sanity, which is why his new book, *Taming the E-mail Beast: 45 Key Strategies for Better Managing Your E-mail Overload (and Regaining Your E-mail Sanity!)* is

receiving rave reviews from clients, business leaders and the general public.

Randy has shared his e-mail management strategies with thousands of managers and professionals all around the United States and abroad over the last three years, and is considered one of the leading time management/e-mail management experts in the country. He has spoken on the topic at several major conferences, top universities such as the University of Michigan, Michigan State University and the University of Chicago, and such Fortune 500 companies as Delphi Automotive, Westinghouse, and Volvo International.

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#### Services Offered

- Time Management Consultation
- Email Organization
- PDA Usage Training
- Presentation Training
- Interactive Workshops



**The E-mail Beast Can Be Tamed** with the help of a sound time management plan, some IT tools and a smile!

### Effective Email Strategies

- Get your professional e-mail account to “zero” each day.
- Create email subfolders and regularly clean them
- Complete an e-mail task within three minutes or add to your long-term task list.
- Keep separate e-mail accounts for business, pleasure, and for signing up for on-line offers.
- Regularly block time on your calendar for e-mail management.
- Check your email no more than three or four times per day.
- Be direct and to the point when communicating electronically.

Due to the success of these programs and the strong demand from professionals attending his courses, Randy decided to compile and enhance his strategies on effective e-mail management and put those strategies into a standalone book project. The book has taken more than a year to compile, edit, and refine, and now has 45 key strategies identified for more sane and intelligent e-mail management.

The book offers practical and fundamental steps that professionals can take to reduce their clutter, both digital and printed. Randy encourages readers to fundamentally change the relationship they have with their e-mail accounts, without the need for a digital divorce. Randy’s strategies might seem simple but in reality they can be difficult to implement, particularly in a fast-paced, multi-tasking environment.

“It’s about cutting through the clutter,” Randy says. “It’s incredible how much time can be wasted constantly jumping from one email to another and letting your inbox build up to unmanageable levels.” When used improperly, such technology can increase stress and reduce work production and efficiency.

What draws clients to Dean’s consulting and advice is the passion he displays for his “clutter” topics. That excitement and enthusiasm is felt by his clients, from workshop attendees to readers of his book. He is outgoing and charismatic and admittedly perhaps a bit insane about his passions for email and office clutter order.



“The seminar was very informative and Randy’s energy and passion for the topic are very impressive,” said Julie Losee at Ford Motor Company. “He provides a variety of fresh approaches to implementing time management techniques. It is obvious that Randy believes in and lives the principles that he teaches.”

His motivational skills are felt by more than just current clients. Dean has spoken before classes at several schools and universities and his unique presentation skills and engaging style has impacted full-time students who require more than the typical speech to become engaged.

“I’m leaving here feeling motivated and optimistic myself and so were our students,” said Cathy Vargo, at the Katz School of Business at the University of Pittsburgh. “He provided some excellent insights to our students.

“Even though they sit in classes every day all semester Randy kept our students’ attention for more than two hours.”

To learn more about how to better manage the Email Beast, visit [www.emailsanityexpert.com](http://www.emailsanityexpert.com).

**Randall Dean Consulting & Training, LLC**