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The 12 Steps to Cure Your E-Mail E-ddiction

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Content Leader:

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The 12 Steps to Cure Your E-Mail E-ddiction

Email. Can't live with it—can't live without it!



Opportunity!

Average daily emails received: _____ x 4 = _____

x 5

Step #1:

Commit to _____

Step #2:

Become the _____ emailer!

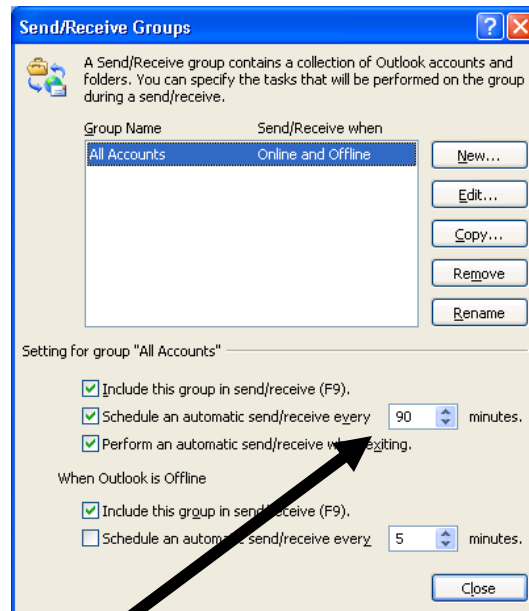
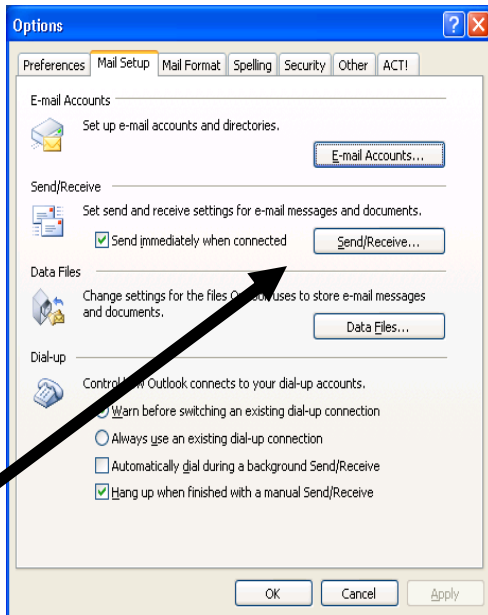


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Step #3

_____ automatic _____ / _____

Why it works:



Step #4:

_____ the way you approach _____

Why it works:



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Step #5:

_____ to emptying _____

Why it works:

Step #6:

_____ Action _____, and set _____ S.

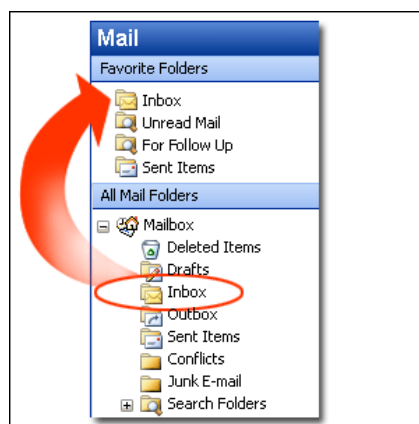
Why it works:

Samples:

- _____ A
- _____ B
- _____ Pending

Optional:

- _____ Reading



Step #7:

_____ Reference _____.

Why it works:

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Step #8:

Adopt the _____ rule

Why it works:



Step #9:

Establish a _____ to plan your day.

Why it works:

Step #10:

_____ the amount of email you _____

How it works:

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Step #11:

_____ others

Why it works:

Step #12:

_____ your inbox!

Target date?

C _____!

About Your Presenter, Marsha Egan, CPCU, PCC



Named one of Pennsylvania's 50 Best Women in Business, Marsha is a professional speaker and executive coach who has addressed over 50,000 people throughout the world. She is also internationally recognized as an email productivity expert, and has been featured on ABC Nightly News, Fox and Friends, Canada AM and radio stations throughout the world. She's been quoted in the Chicago Tribune, Washington Post, New York Post, WSJ and USA Today.

Marsha is president and CEO of The Egan Group, Inc., an executive and life coaching firm focused on inspiring personal and professional success, and helping business leaders master the people side of growing their businesses. You can visit her websites at <http://MarshaEgan.com> and <http://EganEmailSolutions.com>. She publishes two biweekly FREE ezines, one on leadership with over 20,000 subscribers entitled "The Signal" and the other on email productivity tips entitled "Email Savvy."

She is the author of *Inbox Detox and the Habit of Email Excellence* available on Amazon and at <http://EganEmailSolutions.com/inboxdetox.html>, and in 2008 initiated the annual "Clean Out Your Inbox Week" held the fourth week in January.

She has authored several E-books, including "Help, I've Fallen into my Inbox and Can't Climb Out!" Her weekly self guided journal, *The Silent Signals™ of Success Journal*, is available on Amazon or through her websites, as are books *Making Good Meetings GREAT* and *GREAT Starts for GREAT Meetings*. For more background on Marsha, visit <http://MarshaEgan.com>

Take our complimentary online assessment of your emailing practices here: <http://EganEmailSolutions.com/assessments.html>.

For tips and hints on how to manage your email, use proper email etiquette, visit her timely and sometimes irreverent blog, <http://InboxDetox.com>