



Speedmailing: Turn your work enemy into your best work tool (Paperback)

By Richard Wolfe

Pearson Education Limited, United Kingdom, 2016. Paperback. Condition: New. Language: English . Brand New Book. DREAMING OF AN EMPTY INBOX, BUT DON T KNOW HOW TO MAKE IT HAPPEN? We re bombarded with messages every day, but no one tells you how to improve these vital email skills. In less than 100 pages, this handy book will help you discover how to regain control of your email - and get back to your job - in five simple steps. Email doesn t have to be overwhelming. With Speedmailing s five-step process you can manage emails quickly and efficiently. The benefits of Speedmailing: * Empties your inbox every day* Increases your productivity and peace of mind* Keeps your to-do list in one place* Maintains a system of reminders* Makes sure nothing slips through the gaps* Improves communication* Decreases post-holiday stress* Works on any platform or device CONTROL YOUR EMAIL: DON T LET EMAIL CONTROL YOU. Smart people are lazy. So if you want to double your effectiveness and productivity emailing clients, colleagues and friends. Read this book. Eelco Smit, Personal Business Coach for Entrepreneurs and Bestselling Author of Book for MEN Simplicity is underestimated. Richard has sharpened the knife of day-to-day email...



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