

## **Helene Segura Program: Tame Your Electronic Dragon**

### **Description:**

Email and electronic communication loads have been increasing over the years, but the onset of COVID-19 exponentially increased email usage. Do you get more emails per day than you can handle? Do you spend more time processing email and instant messages than actually getting work done? Is there a better way?

### **Take-aways:**

- Discover how to process email more efficiently
- Create time-saving prevention steps and tools
- Carve out more time in the day for getting work done instead of wallowing in your inbox

Have your email inbox on stand-by because you'll be implementing your take-aways during our session!