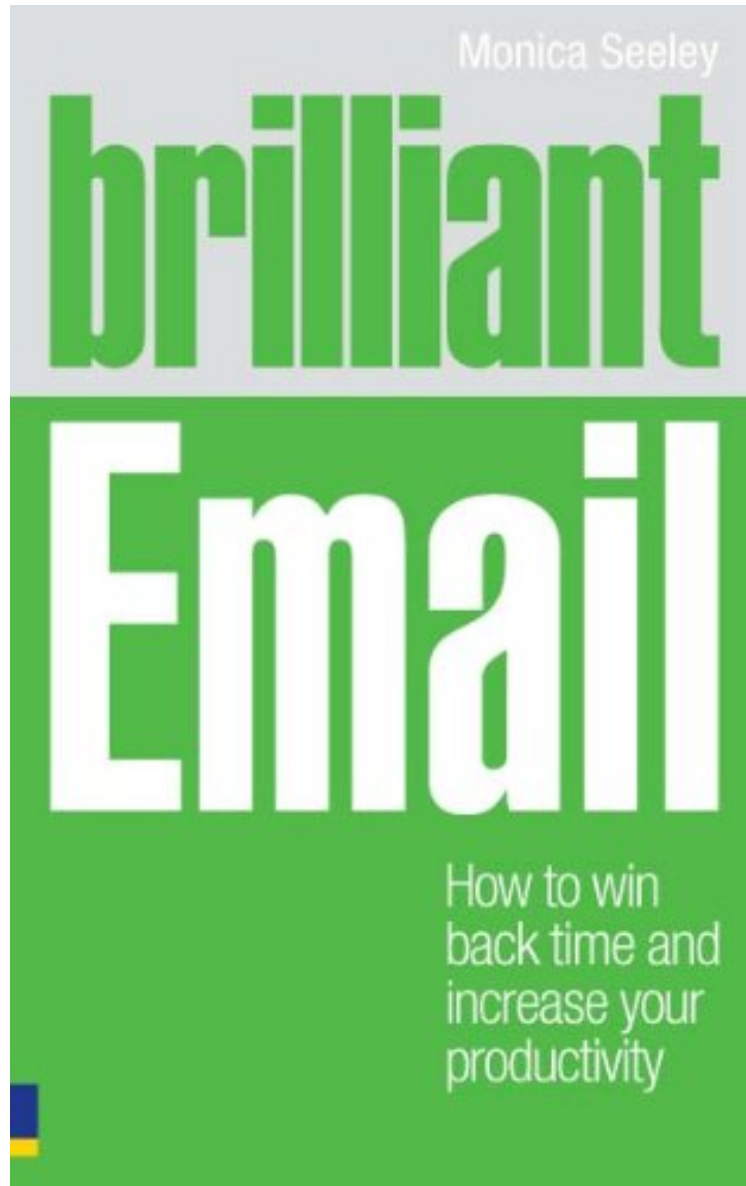


(Ebook pdf) Brilliant Email: How to win back time and take control of your inbox (Brilliant Business)

## **Brilliant Email: How to win back time and take control of your inbox (Brilliant Business)**

*Dr Monica Seeley*

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before purchasing it in order to gage whether or not it would be worth my time, and all praised Brilliant Email: How to win back time and take control of your inbox (Brilliant Business):

Brilliant Email will show you how to use email effectively to win back time and dramatically improve your personal productivity and work/life balance. Using this book, you will learn how to:- Reduce the volume of email you deal with each day;- Write your message clearly and in an appropriate style;- Select when to use email and when to use an alternative; - Slim down the size of your mailbox;- Use your email software to manage the flow of email traffic;- Help your colleagues to use email more effectively. The principles in this book have been developed over the last decade as a result of the author's work with individuals and organisations of all sizes (from micro to global FTSE top 100). By adopting some of these basic principles of email best practice, you will learn how to take control of your inbox to dramatically improve your productivity, your quality of life and never send an ineffective email ever again.

From the Back Cover What would you do if you had an extra hour each day? Spend more time with your family and friends? Start a new hobby? Go home on time? With Brilliant Email you can! By adopting some basic principles of email best practice, you can take control of your inbox, dramatically improve your productivity, and win back time to fit in more of what you love doing each day. Packed full of powerful techniques developed after years of working with individuals and organisations of all sizes, Dr Seeley shares powerful techniques with you that will dramatically change the way you send and receive information - for the better - forever! Brilliant outcomes: Feel in control of your time and your inbox Know how to write and send effective, solution-driven emails Understand how to get the most from your email software -- and much more! Brilliant Email has revolutionised my life - I'm in control, not my inbox! It is a must-read for overloaded emailers. Professor Cary L. Cooper, Lancaster University Management School About the Author Dr Monica Seeley, founder of Mesmo Consultancy, specialises in enabling people to use email, more effectively to improve their personal productivity. She is now acknowledged as a world class expert in email best practice, through her consultancy and coaching activities with a wide variety of clients from a broad spectrum of organisations over the last decade including Accenture, BT, Balfour Beatty, Coca Cola, Gucci Group and Rolls-Royce.