



CYBERALA

FREE Monthly Webinar Services Presents:

Tame the Email Beast....ARTTfully

Tuesday, April 19, 2022 at 2 p.m. (Eastern)



Email is a necessary and wonderful tool to send asynchronous messages and receive quick responses. As email has imploded, you have become overwhelmed by the volume of correspondence. The engineers who created email platforms have supplied us with tools that you need to organize and prioritize emails; however, you were never really taught what your behavior and habits are in relation to the technology. Until today.

After this interactive program, you will:

- Gain insight into a new framework to take control of your emails
- Implement a new mindset to interact and use emails as a tool, not a to-do list
- Discover how to prioritize and organize emails to fit into your schedule



Sarah Tetlow is the CEO and founder of Firm Focus where she focuses on productivity consulting for attorneys and busy professionals. She uses her past experiences, organizational and strategic thought process, education, training, and natural gift to help professionals, law firms, and businesses improve their bottom line and operate more efficiently. More importantly, Sarah's clients see a reduction in stress and anxiety and an increase in focus and new business.



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Handout will be available a day or two before the event from our home page.

CLM_{SM} Application Credit:

1 hour CLM App
Management Category:
Self-Management Skills.

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Credit: 1 hour in the subject area of Communication and Organizational Management (CM).