



***Dr Monica Seeley***



***Melissa Esquibel***

## Session: Organizing Chaos: The Email Inbox

Dr. Monica Seeley and Melissa Esquibel, MCT, MOSM, will examine the why and wherefore of organization, then take you into the nitty gritty of folders, categories, labels and stars in both Outlook and Gmail.

There are many ways to organize and process email. Is your method working well or do you find it falling apart midstream leading you into another massive clean-up operation? Perhaps you are hoarding email, squirrelling away messages in folders so you don't have to see the chaos (organized chaos is still chaos). After this lively session with the authors of *100 Tips to Supercharge Your Productivity* (due for release Autumn 2020), you'll walk away with new insight into why you keep messages, how to find them, where you keep them, and for how long.

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