

Triage

Rescuing Your Inbox

Agenda

This program is broken down into three distinct topical areas all focused on increasing your command over the use of email in your practice and delivering the best client service possible. During the 60-presentation, we will cover:

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|----------------|---|
| 00:00 to 05:00 | Opening |
| 05:00 to 20:00 | A Simple Email Workflow Process |
| 20:00 to 40:00 | Explanation of Specific Email Features Used |
| 40:00 to 60:00 | Demonstration of System, Q&A and Closing |