



Inbox Detox and the Habit of E-Mail Excellence

Marsha Egan

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You will learn:

- * How much e-mail mismanagement is costing you
- * Two e-mail handling assessments
- * The internationally acclaimed "12 Steps to Curing Your E-mail Addiction"
- * Twenty "Toxic E-mailer Alert" Profiles - do you know "Midnight Manny?"
- * Best practices for e-mail efficiency, eco-friendliness, and etiquette
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