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# Email Less Talk More Email Less Talk More

**Jacqueline Archibald**



## **Email Less Talk More Email Less Talk More:**

*Email Less Talk More* Martin Rola, 2008-10 This timely book addresses the excessive and misguided use of email and helps all of us come to a more sensible view of when where and why to use it It also goes beyond email to provide a roadmap for effective workplace communication in general You and your organization will be able to go further faster that is be more productive Dr Mark Frohman President of Frohman Consulting Corporation and author of *The Purpose Driven Organization* Mastering Priorities and Involving Others in Problem Solving I have key staff members chained to their desks daily clearing email and complaining that many emails are not required or at least they did not need to be copied I know as an organization we need to communicate more effectively I look forward to passing this book onto my staff and watching the improvements Terry P Roche President of Thomas Engineering Corporation I spent many years trying to better manage email but seemed to be losing ground on productivity This book showed me the real solution use email for what it s good for but don t overuse it It s easy and fun to read and is packed with much more information than typical self help and business productivity books I ve become a more effective communicator improved my work life balance and have helped my staff become more productive as well Don Silvestri V P of Marketing Public Relations for Open Sports Network former Director of Marketing for CBS SportsLine *Email Less Talk More* is the first book to provide solutions to problems created by workplace email overuse Instead of treating the symptoms of reduced productivity and information overload with email management techniques and email etiquette this book addresses the actual root cause Email is a great communication method for many cases but not for all cases The book teaches people to choose the most effective communication means email voicemail meetings or direct conversation based on the situation It challenges readers to consider alternate communication methods before hitting COMPOSE or REPLY It also provides solutions to many other productivity and work life balance problems triggered by email and PDAs becoming the new preferred communication tools Using an easy to read story format set in office home and family vacation settings it shows how improper workplace communication especially email can adversely impact productivity relationships and personal lives It provides many examples where email appears to be the most efficient communication tool but is actually much less productive for both the sender and recipients The lessons from the book are summarized in easy to use rules that provide the Do s Don ts of effective communication *Green Hotelier*, 2005 *Guitar Hero II Official Strategy Guide* BradyGames Staff, BradyGames, 2006-10-31 BradyGames *Guitar Hero II Official Strategy Guide* includes the following Detailed information on the game including how it was made Exclusive interviews with RedOctane Expert strategies for all modes of gameplay Game secrets revealed Bonus sticker sheet included for players to decorate their guitar for ultimate customization Platform PlayStation 2 Genre Simulation This product is available for sale worldwide **The Complete Idiot's Guide to the Internet, Special Edition** Peter Kent, 1999 *Cold Grave (Detective Gaby Darin, Book 6)* Jenny O'Brien, 2022-05-18 Omg Gripping from page one Love love loved it NetGalley reviewer It s every parent s worst

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