

Managing Your Email Better - By Managing Less of It!

Free Presentation and Pizza Lunch
Wednesday, December 16, 2009
ARMA & AIIM Indianapolis
Chapter Meeting



When: Registration & lunch start at 11:30 → Presentation starts at noon → Finish at 1:00 p.m.

Where: Rolls Royce Training Center, 2600 W. Raymond St., Indianapolis (See page 2 for map & parking info)

Lunch: Email lunch R.S.V.P. by noon on Mon., Dec. 14th to board@armaindy.org. Our speaker will present via webinar at Rolls Royce in mtg. rm. B101, you can also participate via webinar if you cannot attend in person - webinar available to first 10 R.S.V.P.s with specific request for webinar access – those folks will receive a follow-up email with webinar connection details.

Cost: This presentation and pizza lunch is FREE, but please R.S.V.P. so Santa will know how much pizza to provide. Door prize provided by this month's meeting sponsor Access Sciences - must be present to win.

Managing Your Email Better - By Managing Less of It! - Tips and tricks for managing the inbox

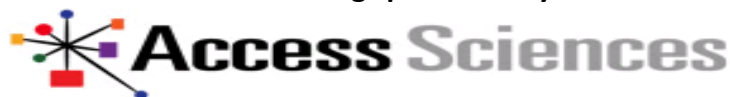
This presentation will describe some of the reasons why so many of us are buried in email every day. We will identify a number of approaches for reducing the volume of email we send and receive every day and strategies for getting others in our organization to do the same. We will also identify ways to use email more effectively so that it takes less time to deal with the email we do receive. The session will conclude with a discussion of alternatives to email and the role they can play in reducing the amount of email we receive, including instant messaging, blogs, Twitter, and wikis.

About the Presenter:



Jesse Wilkins, CDIA+, EDP, LIT, ICP, Jesse is a technology and management consultant focused on ECM, records management, email management, and Web 2.0 strategies, processes, and tools. Jesse has worked in the document industry for fourteen years and is a Principal Consultant with Access Sciences. His areas of expertise include enterprise content and records management strategy, program development, and system design and implementation. Jesse has served on the ARMA International Board of Directors since 2007.

Meeting sponsored by:



In the fields of Information Management and Technology, Enterprise Content and Records Management, and Regulatory Compliance, Access Sciences Corporation is at the forefront, helping clients strategically manage their enterprise-wide information, technology, processes, and programs. Access Sciences consultants are subject-matter experts with hundreds of combined years of information management and technology experience. Access Sciences Corporation has one of the largest and most deeply skilled information management consulting practices in industry today. For more information on Access Sciences Corporation's service capabilities, please visit www.accesssciences.com.

DIRECTIONS TO ROLLS ROYCE – ARMA PRESENTATION NOVEMBER 16, 2009



- **2600 W. Raymond St. Gate 5-7, UAW/Rolls Royce Corp. Training Center**
- **Only 6 miles S.W. of downtown Indianapolis, and close to I-70 and I-465**
- **Parking in lot to the side and front of the building and is free of charge**
- **Check in at information/security desk.**

Enter off of W. Raymond St. at stop light between Kentucky Ave. & Tibbs Ave. (Gate 5-7, UAW/Rolls Royce Corporation Training Center) You can only turn South at stop light onto private drive into Rolls Royce. Follow signs to Training Center, red building, entrance is located on the circle drive with flags and white awning. Parking is available in front and at side of building.

