

# Managing Information – Email with Orla

“White collar workers waste an average of 40% of their workday. Not because they aren’t smart but because they were never taught organising skills to cope with the increasing workloads and demands of the modern workplace”

*Wall Street Journal, 2005*



## A new approach to make your employees more effective and productive

“Orla is a great tool to help combat the bombardment of messages that we all get every day. By making you deal with emails once, Orla saves time, organises your workload, and collects information together that is needed to get a job done quickly. I recommend it without hesitation.”

*Geoff Cooper, Business Development Manager  
Master Builders Association*

### What is Orla?

Orla allows people to manage their emails and organise and schedule their workload more effectively.

### Effective Learning

Orla delivers the skills required to make your change to a more productive, organised work style in no time at all.

### Intuitive Change

A simple 4D methodology builds upon your existing work practices to make you more effective and productive, easily and permanently.

### Technology Support

With a user friendly dashboard for Microsoft Outlook the Orla interface provides the tool you need for lasting improvement in your organising skills.

### Measurable Results

A detailed survey methodology measures the direct impact of Orla on your effectiveness. Break even your investment with less than ten minutes per day time improvement.



*Intuitive Change. Orla's 4D Methodology*

“The results have definitely translated to our bottom line after just three weeks of using Orla.”

*Oliver Douglas,  
Managing Director  
Aussie Cash*



### Next Steps...

#### 1 Information Session

In a 45 minute presentation you'll experience the Orla solution first-hand. Then, in a 30 minute discussion we'll answer your questions and suggest to you how to introduce the benefits of Orla to different types of employees, taking into account their work responsibilities and anticipated response to change.

#### 2 Assess

Your 20 person Orla Pilot Group will undergo a full-service experience of Orla, comprising the Orla Essentials learning programme, performance measurement and a complete report, plus a detailed business justification and ROI analysis.

#### 3 Implement

We will advise an implementation strategy and SLA specifically tailored to the needs of your enterprise, designed to ensure success.

### Contact Vantage Key

For further information on Email Management and Orla contact Dee Boadmore on 0434 549 709 or email [info@vantagekey.com.au](mailto:info@vantagekey.com.au)

