

*Webinar on*

# **BEST SELLER-Get Organized With Outlook**

# Learning Objectives

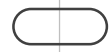
- How to use Microsoft Outlook to effectively manage tasks, follow-ups, and commitments*
- How to easily create and sort a customized contact database*
- Calendar tips and features that keep you focused and organized*
- How to clean up the clutter in your inbox*
- How to significantly reduce the number of emails you receive daily in your inbox*
- How to set up an intuitive folder system*
- Tons of time and hassle-free saving solutions*



# Areas Covered

- How and why to use Microsoft Outlook to more efficiently manage tasks, follow-ups, commitments*
- How to easily create and sort a customized contact database*
- Calendar tips and features that can keep you focused and organized*
- How to clean up and clean out your inbox and folders*
- How to never need to get the "file size limit" warning again*





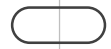
*How to significantly reduce the number of emails to your inbox each day*



*How to set up a more intuitive folder system that makes filing and finding what you need faster*



*How to use many of Outlook's automation features to put some of your workloads on auto-pilot*



*Tons of time and hassle-saving solutions*



*Improve their speed and confidence in using Outlook*



*Smarter email etiquette and best practices for improving both their communications and reputation*



By Attending this session you will learn tips and tricks that will make your day easier and give you back valuable time and best practices for improving both their communications and reputation

**PRESENTED BY:**

*Darienne is a professional life coach, speaker and productivity expert who has worked with teams and organizations for over 35 years. She brings a world of wisdom to her work. A native of Mississippi, her career has been in the tourism industry.*

Best Seller

Duration : 60 Minutes

Price: \$150

# Webinar Description

You have been issued Microsoft Outlook because it has so many great features for helping you manage your information, communications, schedules, and workload. Have you ever had any official training on how to use it? Without training, most users will plateau out on their own. Wouldn't it be better to learn how to use it effectively?



# Who Should Attend ?

*Executives*

*Executive Assistants*

*Marketing*

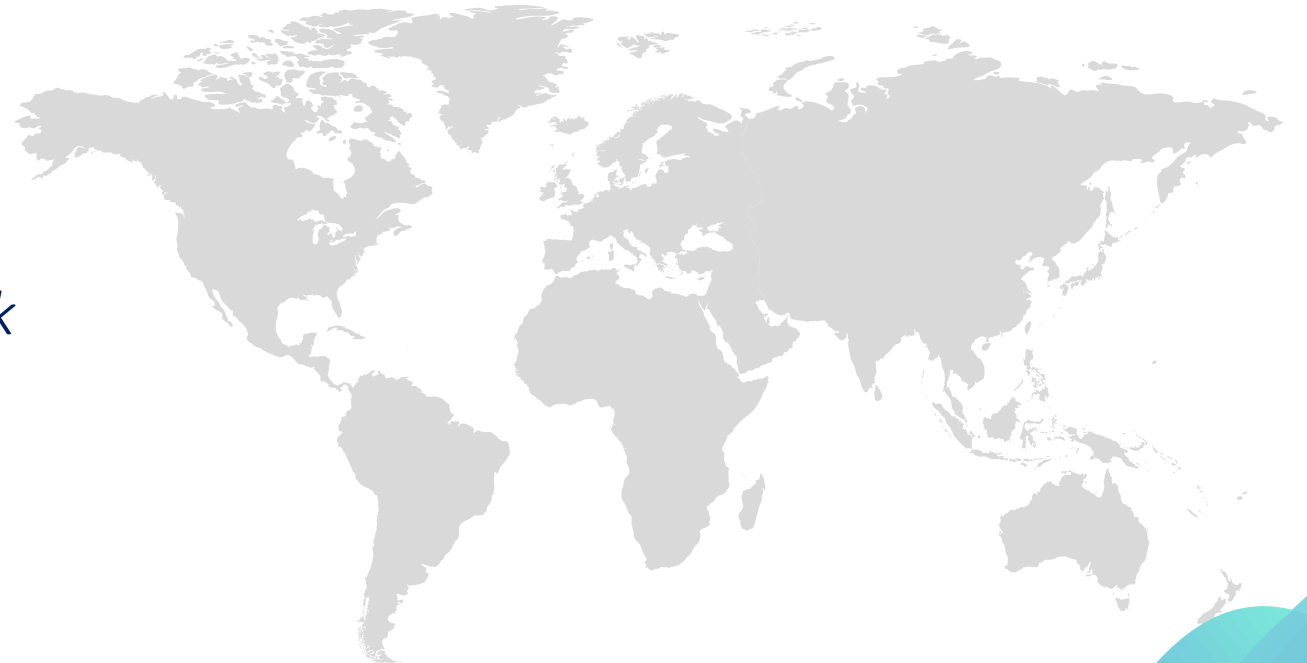
*Human Resources*

*Anyone who Regularly Uses Outlook*



# Why Should Attend ?

*You will learn tips and tricks that will make your day easier and give you back valuable time. Anyone that uses Outlook daily will benefit from this hands-on workshop. This is fast paced - lots of information and provide something for the novice and tips for the pro.*





To register please visit:

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