

Webinar on

3 Powerfull Webinars To Improve Your Skills On Microsoft Outlook

Webinar Description

This session of bundle webinar will help you to learn how to pack your day with greater productivity by using Outlook to organize your appointments, meetings and private work time, the power to leverage your time & resources for outstanding career success and it also give tips and tricks that will make your day easier and give you back valuable time.

The webinar format is 1-1.5 hours of audio-visual presentation, including a brief Q&A session.

This webinar bundle includes below 3 recorded webinars:

Get Organized with Outlook

Get More Done in Less Time with Microsoft Outlook

Leave Work on Time with Microsoft Outlook



Get Organized with Outlook

Presented by Darienne Mobley

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?



Get More Done in Less Time with Microsoft Outlook

Presented by Karla Brandau

This webinar, Get More Done in Less Time with Microsoft Outlook, infuses time management principles into the technology tool of Microsoft Outlook for a dramatic increase in productivity.

People who use Microsoft Outlook only for email and meetings or appointments are leaving about 85% of the productivity power of Microsoft Outlook unused. After you complete this webinar and internalize and implement the principles taught, you will be amazed that you will not regularly finish your daily to-do list, but you will have time to find new customers, create additional business opportunities, build lasting business relationships, start innovative projects or tackle a backlog of unfinished tasks – take your pick!



Leave Work on Time with Microsoft Outlook

Presented by Karla Brandau

The tips and tricks for using Microsoft Outlook presented in the webinar take you beyond using Outlook as an email tool or as a way to keep track of your appointments and meetings. Email in Outlook is only about 15% of the power of the software. This webinar will teach you to synergistically use the Inbox, Tasks, and Calendar so you can leave work on time with a calm feeling that your to-do list is under control.

You can leave work on time if you attend this webinar, internalize the principles taught and augment the way you use Microsoft Outlook by using the time management features that will be demonstrated. Attend and learn how to pack your day with greater productivity by using Outlook to organize your appointments, meetings and private work time. You'll be equipped to take control of important work details and stay on top of coming deadlines.



To register please visit:

www.grceducators.com

support@grceducators.com

740 870 0321