



Transforming the Way Work Gets Done.

Live, Instructor-Led Online Workshop

Getting the EDGE™

using Microsoft Outlook 2007

Most professionals start each day with a parade of voicemail, email, paperwork, interruptions, and responsibilities. Stress takes over and by the end of the day they're wondering: *What have I forgotten? How did my to-do list get longer?*

Getting the EDGE™ Online Course for Professionals uses our proven **Self-Management Model** with the **full power of Outlook**. Students become more productive individuals and team members, and experience repeatable results they'll value for the rest of their life and career.

The Efficiency Experience

Learn productivity using the Outlook account you use everyday. Our productivity specialists lead participants through a 5.5 hour online workshop. Students log on to their individual systems and workloads instantly decrease during the workshop. By class end you'll clear your electronic desk and return to work with a life-changing philosophy!

Workshop Details

Event Dates:

Thursday, March 25, 2010 for Outlook 2007 only

Schedule: Class starts promptly at **9am** and ends at **2:30pm CST**. There will be a 45-minute lunch break.

Workshop Fee: \$279.00 per seat

**SEATING IS LIMITED.
RESERVE YOUR SPOT TODAY!**

512.474.5200 www.effectiveedge.com

The Productivity Payoff

- ◇ Gain 1-2 productive hours per day.
- ◇ Manage and reduce interruptions, email, and information searches.
- ◇ Create action items and organize outstanding work.
- ◇ Integrate email, vmail, paper files, meetings and more, using existing accounts.
- ◇ Spend less time searching for information.
- ◇ Manage day-to-day tasks efficiently, using our unique process.
- ◇ Design projects for maximum impact and set long-term goals.
- ◇ Learn skills to stay focused, relaxed and empowered.

The Ideal Participant and Required Resources

Managers, Supervisors, Team Leaders, Project Leaders and individual contributors love this course. It is designed for workers responsible for their own time and priority management; and for those who have numerous action requests from multiple sources. Resources required for individual participation include a PC with access to a personal or professional **Microsoft Outlook account with an internet connection**. Demonstrations will be conducted for Outlook 2007 users only. Live content will not be delivered for Outlook 2000 or 2003. Please call if you have questions at 512.474.5200. A teleconference line will be provided upon registration, and **participants will need access to a telephone**.