



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, April 22, 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](http://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**.