WorkingSm@rt®

MICROSOFT
+Outlook Mac

Who Should Attend:

- Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use Outlook Mac, and are not optimizing this powerful software.

What to Expect:

- Integration of a proven business process with Outlook Mac
- A total time management solution that integrates communications, tasks, activities, and planning.
- Hands-on software instruction

Format:

- 1-day session using Outlook Mac
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

At a Glance

If you have Outlook Mac, we've got the proven process for increasing your productivity. Now available for Mac, Outlook has a proven track record as the leading communication, information and activity management tool. Graduates of our WorkingSm@rt® courses maintain increased productivity and enhanced on-the-job performance by knowing how to match the right process and skill sets when using their Outlook software.

Immediate Benefits:

- Consistent focus on priorities
- Improved communications
- Managed activities and events
- A 'business planning' approach to using OutlookMac
- Control over high volume email and tasks when away from your office

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
425-822-8761 | info@sharedvaluesassociates.com | www.sharedvaluesassociates.com