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*\*denotes a cross-posted session*  
*Grayed sessions are coming soon*

Better Way To Series ✓		Organization Tools ✓		Efficiency Tools ✓		Productivity Tools ✓	
<b>Organize Your Workspace</b>		<b>General Workplace</b>		<b>Windows &amp; Office Tools</b>		<b>General Workplace</b>	
Managing Incoming Items		Organization Map		Windows Tips & Tools		Time Management Strategies*	
Making Decisions		Top 10 Tips to Organize Your Office		The Office Clipboard		Handling Interruptions*	
Setting up Your Workspace				Shapes & the Drawing Ribbon		Better Delegating	
Filing with Ease				Pictures & the Picture Ribbon		Better Meetings	
Prioritizing & Following Through				Hyperlinks		10 Tips for Educators	
<b>Manage Your Workday</b>		<b>Electronic File Organization</b>		<b>Getting Started w/ Microsoft Office</b>		<b>Word Advanced Topics</b>	
Personal Examination		File & Folder Mgmt in Windows 7		Excel: Getting Started		Mail Merge in Word	
Productivity Killers		File & Folder Mgmt in Windows 10		Outlook: Getting Started		Tables & Columns	
Time Management Strategies		Shared Server Organization		PowerPoint: Getting Started		Styles, Themes & References	
Time Recovery Strategies		OneNote Introduction		Word: Getting Started		Forms & Templates	
Intentional Change				Windows 7: Getting Started		Headers, Footers & Galleries	
				Windows 10: Getting Started			
<b>Use Excel</b>		<b>Hard Copy File Organization</b>		<b>Word Fundamentals</b>		<b>Excel Advanced Topics</b>	
Creating an Effective Spreadsheet		Filing with Ease*		Word Elements		PivotTables & PivotCharts*	
Page Setup Tools		Project Organization		Creating a Document		Charts	
Sorting & Subtotals		Archive Organization		Formatting a Document		Forms & Templates	
Filtering & Finding				Page Layout & Setup Options		Macros	
PivotTables & PivotCharts				Bullets, Numbers, & Tips		Restricting & Protecting Data	
<b>Use Outlook</b>		<b>Email Organization</b>		<b>Excel Fundamentals</b>		<b>Access</b>	
Inbox Management Strategies		Inbox Management Strategies*		Excel Elements		Understanding Access	
Organization in Outlook		Organization in Outlook*		Creating a Spreadsheet		Table Design & Relationships	
Rules, Categories & Flags				Formatting a Spreadsheet		Queries	
Time Saving Techniques				Page Layout & Worksheet Options		Forms	
Calendar & Contact Tools				Formulas		Reports	

See Next Page for Additional Trainings

Make Lists & Meet Deadlines		Workplace Processes		Outlook Fundamentals		Change Point Training	
Under Reconstruction: Systems & Processes		Process Flows*		Outlook Elements		Office 2016 (General)	
Work Plans		Policies & Procedures		Emails & Attachments		Word 2016	
Process Flows		Table of Organization		Appointments & Meetings		Excel 2016	
Checklists		Job Matrix & Job Descriptions		Contacts		Outlook 2016	
Procedures		Safety Program				PowerPoint 2016	
				<b>PowerPoint Fundamentals</b>			
				PowerPoint Elements			
				Creating a Presentation			
				Formatting a Presentation			
				Presentation Options			
				The Slide Master			