

A Better Way to...

Brought to you by Organization Solutions, LLC
 Organization • Efficiency • Productivity

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*denotes a cross-posted session
 Grayed sessions are coming soon
 All are available for live training

Better Way To Series ✓		Organization Tools ✓		Efficiency Tools ✓		Productivity Tools ✓	
Organize Your Workspace		General Workplace Organization		Windows & Office Tools		General Workplace	
Managing Incoming Items		Top 10 Tips to Organize Your Office		Windows Tips & Tools		Time Management Strategies*	
Making Decisions		Organization Map		The Office Clipboard		Favorite Tips: ABWT Use Outlook	
Setting up Your Workspace				Shapes & the Drawing Ribbon		Better Delegating	
Filing with Ease				Pictures & the Picture Ribbon		Better Meetings	
Prioritizing & Following Through				Hyperlinks		Handling Interruptions	
Manage Your Workday		Electronic File Organization		Word Fundamentals		Word Advanced Topics	
Personal Examination		File & Folder Mgmt in Windows 7		Word Elements		What you don't know but should	
Productivity Killers		File & Folder Mgmt in Windows 10		Creating a Document		Mail Merge in Word	
Time Management Strategies		Shared Server Organization		Formatting a Document		Tables & Columns	
Time Recovery Strategies		OneNote Introduction		Page Layout & Setup Options		Styles, Themes & References	
Intentional Change				Bullets, Numbers, & Tips		Headers, Footers & Galleries	
Use Excel		Hard Copy File Organization		Excel Fundamentals		Excel Advanced Topics	
Creating an Effective Spreadsheet		Filing with Ease*		Excel Elements		Worksheet Options	
Page Setup Tools		Project Organization		Creating a Spreadsheet		Advanced Formulas	
Sorting & Subtotals		Archive Organization		Formatting a Spreadsheet		Restricting & Protecting Data	
Filtering & Finding				Setting Page Layout		Charts	
PivotTables & PivotCharts				Formulas		Macros	
Use Outlook		Email Organization		Outlook Fundamentals		Access	
Inbox Management Strategies		Inbox Management Strategies*		Outlook Elements		Understanding Access	
Organization in Outlook		Organization in Outlook*		Emails & Attachments		Table Design & Relationships	
Rules, Categories & Flags				Appointments & Meetings		Queries	
Time Saving Techniques				Contacts		Forms	
Calendar & Contact Tools						Reports	
Processes & Projects		Workplace Processes		PowerPoint Fundamentals		Change Point Training	
Process Flows		Forms & Templates		PowerPoint Elements		Office 2016 (General)	
Work Plans		Policies & Procedures		Creating a Presentation		Word 2016	
Checklists		Table of Organization		Formatting a Presentation		Excel 2016	
Procedures		Job Matrix & Job Descriptions		Presentation Options		Outlook 2016	
Implementation & Administration		Safety Program		The Slide Master		PowerPoint 2016	