

A Better Way to...

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

www.ABetterWayTo.co

*denotes a cross-posted session

Grayed sessions are coming soon

All sessions 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	Keyboarding Resources	Favorite Tips: ABWT Use Outlook
Making Decisions	Table of Organization	Windows Tips & Tools: v7, v10	Better Focus
Setting up Your Workspace	Organization Map	Getting Started with MS Office	Better Meetings
Filing with Ease		Shapes & the Drawing Ribbon	Better Interruptions
Prioritizing & Following Through		Pictures & the Picture Ribbon	Better Delegating
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	Tables
Time Management Strategies	Shared Server Organization	Formatting a Document	Styles, Themes & Table of Contents
Time Recovery Strategies	OneNote Introduction	Page Layout & Setup Options	Headers & Footers (Adv. Options)
Intentional Change		Bullets, Numbers, & Tips	Mail Merge
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	Advanced Formatting
PivotTables & PivotCharts		Formulas	Data Manipulation Tools
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	Using Access
Rules, Categories & Flags	Automating Email Management	Appointments & Meetings	Table Design & Relationships
Time Saving Techniques		Contacts	Queries
Calendar & Contact Tools			Forms & Reports
Coordinate Projects & Events	Workplace Processes	PowerPoint Fundamentals	Change Point Training
Planning Fundamentals	Forms & Templates in Word	PowerPoint Elements	Office 2016 (General)
Checklists & Action Plans	Forms & Templates in Excel	Creating a Presentation	Word 2016
Managing Projects & Events	Policies & Procedures	Formatting a Presentation	Excel 2016
Finishing Projects & Events	Job Matrix & Job Descriptions	Presentation Options	Outlook 2016
		The Slide Master	PowerPoint 2016

\$29.00/session or contact us for incredible annual and group pricing packages!