

## Adding to your Professional Organizing Toolbox

Though anyone can use it, this growth plan was designed with the Professional Organizer in mind. This growth plan is designed for you to recommend these sessions to your clients, learn the skills so that you can use them with your business client, or use them in your own business.

★ Tip! The best deal for these sessions is to join our [Let's Grow Together!](#) program!

### Growth Plan

✓	Order	Session	Location at <a href="http://www.ABetterWayto.co">www.ABetterWayto.co</a>
<b>A Better Way to Organize Your Workspace</b>			
<input type="checkbox"/>	1.	• Managing Incoming Items	A Better Way To... > Organize Your Workspace
<input type="checkbox"/>	2.	• Making Decisions	A Better Way To... > Organize Your Workspace
<input type="checkbox"/>	3.	• Setting you your Workspace	A Better Way To... > Organize Your Workspace
<input type="checkbox"/>	4.	• Filing with Ease	A Better Way To... > Organize Your Workspace
<input type="checkbox"/>	5.	• Prioritizing & Following Through	A Better Way To... > Organize Your Workspace
<b>A Better Way to Manage Your Workday</b>			
<input type="checkbox"/>	6.	• Personal Examination	A Better Way To... > Manage Your Workday
<input type="checkbox"/>	7.	• Productivity Killers	A Better Way To... > Manage Your Workday
<input type="checkbox"/>	8.	• Time Management Strategies	A Better Way To... > Manage Your Workday
<input type="checkbox"/>	9.	• Time Recovery Strategies	A Better Way To... > Manage Your Workday
<input type="checkbox"/>	10.	• Intentional Change	A Better Way To... > Manage Your Workday
<b>A Better Way to Use Outlook</b>			
<input type="checkbox"/>	11.	• Inbox Management Strategies	A Better Way To... > Use Outlook
<input type="checkbox"/>	12.	• Organization in Outlook	A Better Way To... > Use Outlook
<input type="checkbox"/>	13.	• Rules, Categories & Flags	A Better Way To... > Use Outlook
<input type="checkbox"/>	14.	• Time Saving Techniques	A Better Way To... > Use Outlook
<input type="checkbox"/>	15.	• Calendar & Contact Tools	A Better Way To... > Use Outlook
<b>Other</b>			
<input type="checkbox"/>	16.	Windows File & Folder Management	Organization Tools > Electronic File Organization
<input type="checkbox"/>	17.	OneNote Introduction	Organization Tools > Electronic File Organization

*Recommended sessions for continued growth:*

- *Excel Fundamentals*
- *A Better Way to Use Excel*

*Efficiency Tools > Excel Fundamentals*  
*A Better Way To... > Use Excel*

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[www.OrganizationSolutionsLLC.com](http://www.OrganizationSolutionsLLC.com) | [www.ABetterWayTo.co](http://www.ABetterWayTo.co)

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