



## A Better Way to... Signature Series

A collection of my most popular solutions that anyone can understand and implement. Each session is built on the experiences Janet has had while working with business professionals, providing you with all the tools necessary to increase efficiency in the office. Whether you are already organized and just looking for some tips and tools to maximize your efficiencies or are looking for a complete overhaul to the way you work, these sessions will help you manage your work – and life – in a better way.

★ Tip! The best deal to purchase 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>			
These sessions contain a collection of ideas and processes to help you manage incoming items, process work efficiently, and even tackle your bigger priorities. You will learn an easy-to-implement approach to set up your workspace as well as a step-by-step process to help you be more organized, focused and productive every day. You will learn how to “get things out of your head” and into your system so you eliminate missed deadlines, reduce stress and free your space – and mind – of clutter.			
<input type="checkbox"/>	1.	• Managing Incoming Items	Organization: A Better Way to
<input type="checkbox"/>	2.	• Making Decisions	Organization: A Better Way to
<input type="checkbox"/>	3.	• Setting you your Workspace	Organization: A Better Way to
<input type="checkbox"/>	4.	• Filing with Ease	Organization: A Better Way to
<input type="checkbox"/>	5.	• Prioritizing & Following Through	Organization: A Better Way to
<b><i>Before moving on, take some time to set up your systems and develop the habits.</i></b>			
<b>A Better Way to Manage Your Workday</b>			
These sessions will teach you simple tips and techniques to get the most out of your day, every day. First, we'll begin by understanding the foundational issues that cause inefficiency, including our own behaviors. Then we'll explore methods for handling each of those issues. As a result of implementing the techniques learned in these sessions, you can expect improved time management, greater focus on projects and tasks, strategies for managing interruptions, reduced stress, and improved work/life balance.			
<input type="checkbox"/>	6.	• Personal Examination	Productivity: A Better Way to
<input type="checkbox"/>	7.	• Productivity Killers	Productivity: A Better Way to
<input type="checkbox"/>	8.	• Time Management Strategies	Productivity: A Better Way to
<input type="checkbox"/>	9.	• Time Recovery Strategies	Productivity: A Better Way to
<input type="checkbox"/>	10.	• Intentional Change	Productivity: A Better Way to

*Organization Solutions....when there has to be a better way*

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

Copyright ©2022 Organization Solutions, LLC



✓	Order	Session	Location at <a href="http://www.ABetterWayTo.co">www.ABetterWayTo.co</a>
<b>A Better Way to Use Excel</b> Excel spreadsheets, when set up correctly, can be a tremendous asset and time-saver to an individual or organization. However, the reverse is also true – when not set up correctly they can be cumbersome and provide no value other than a static report of data. In this workshop, you will learn the guidelines for setting up an Excel spreadsheet for maximum benefit, the pitfalls to avoid, and dynamic tools available if the guidelines are followed.			
<input type="checkbox"/>	11.	• Creating an Effective Spreadsheet	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	12.	• Page Setup Tools	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	13.	• Sorting & Subtotals	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	14.	• Filtering & Finding	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	15.	• PivotTables & PivotCharts	Microsoft: Excel: A Better Way to
<b>A Better Way to Use Outlook</b> Is your Outlook Inbox less like an inbox and more like a storage unit? Is the sheer volume of emails overwhelming you? Do you find yourself taking one step forward and two steps back trying to stay ahead of the emails? In this workshop, I will provide some simple solutions for de-cluttering your inbox as well as provide solutions for keeping it clutter free. In addition to email management, this class will discuss calendar features, automatic e-mail processing features, folder creation, contact management tools and a variety of other tools designed to help you feel more in control. Though the videos were recorded using Outlook 2013, these sessions will be helpful to users of any desktop version of Outlook.			
<input type="checkbox"/>	16.	• Inbox Management Strategies	Microsoft: Outlook: A Better Way to
<input type="checkbox"/>	17.	• Organization in Outlook	Microsoft: Outlook: A Better Way to
<input type="checkbox"/>	18.	• Rules, Categories & Flags	Microsoft: Outlook: A Better Way to
<input type="checkbox"/>	19.	• Time Saving Techniques	Microsoft: Outlook: A Better Way to
<input type="checkbox"/>	20.	• Calendar & Contact Tools	Microsoft: Outlook: A Better Way to