



New to Office

First, Congratulations on your new role! We are here to help you get acclimated, both to the office environment *and* to Microsoft Office. We want you to be successful in your new role so please don't hesitate to email with questions or to schedule a time to call!

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

Growth Plan

✓	Order	Session	Location at www.ABetterWayto.co
A Better Way to Organize Your Workspace			
<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
<i>Before moving on, take some time to set up your systems and develop the habits.</i>			
Getting Started with Microsoft Office			
<input type="checkbox"/>	6.	Windows File & Folder Management	<i>Coming Soon</i>
<input type="checkbox"/>	7.	Word: Getting Started	<i>Coming Soon</i>
<input type="checkbox"/>	8.	Excel: Getting Started	Microsoft: Excel: Getting Started
<input type="checkbox"/>	9.	Outlook: Getting Started	<i>Coming Soon</i>
A Better Way to Manage Your Workday			
<input type="checkbox"/>	10.	• Personal Examination	Productivity: A Better Way to
<input type="checkbox"/>	11.	• Productivity Killers	Productivity: A Better Way to
<input type="checkbox"/>	12.	• Time Management Strategies	Productivity: A Better Way to
<input type="checkbox"/>	13.	• Time Recovery Strategies	Productivity: A Better Way to
<input type="checkbox"/>	14.	• Intentional Change	Productivity: A Better Way to
<i>Recommended sessions for continued growth:</i>			
		• <i>Growth Plan: Help! I've never really had any computer training! (for Microsoft Fundamentals)</i>	<i>Growth Plans</i>

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

www.OrganizationSolutionsLLC.com | www.ABetterWayTo.co

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