



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	Windows & Microsoft Tools: Fundamentals
<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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