

# Timesaving (and jaw-dropping) productivity tips

1-Day Event with Vickie Sokol Evans, MCT

ROI per learner at \$35 hourly rate = \$5,775 USD in annual productivity savings

## Agenda

8:30 am – 8:45 am		<b>Registration</b>	
9:00 am – 10:15 am	Module 1	<b>Timesaving &amp; jaw-dropping productivity tips using Microsoft Office</b> Discover how to work less and better by using the technology at your fingertips. Walk away with advanced learnings and timesaving tips across all Microsoft Office programs. This isn't your typical learning class and will turn you into a shortcut power user.	Presentation
10:15 am – 10:30 am		<b>15-minute Break</b>	
10:30 am – 12:00 pm	Module 2	<b>Outlook Tips &amp; Tricks</b> Reduce email volume, save time and automate your work using Microsoft Outlook. You'll master our favorite tips & tricks, hacks and little known features. Not only will you be more productive, you'll improve communication, minimize back and forth emails, and have more time now to focus on what matters most.	Presentation
12:00 pm – 1:00 pm		<b>Lunch &amp; Group Photo</b>	
1:00 pm – 2:30 pm	Module 3	<b>Word Styles &amp; Style Sets</b> Master the art of document production and how to format documents in seconds using Vickie's recommended best practices so that you can spend more time on creating or managing valuable content and less time formatting.	Hands-On
2:30 pm – 2:45 pm		<b>15-minute Break</b>	
2:45 pm – 4:15 pm	Module 4	<b>Excel Tips &amp; Tricks</b> It's time to roll up your sleeves! Whether you are an Excel guru or you just "get by", master simple and practical tips & tricks that will help you produce professional-looking spreadsheets with minimal effort. This segment is perfect for business users and for the experts!!	Hands-On
4:15 pm – 4:30 pm	Closing	<b>Closing</b>	