

**Workshops: A Better Way to Series**

BeckyK, Tuesday 26 December 2023 - 14:08:32



## A Better Way to...

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Organization • Efficiency • Productivity



## Workshop Info

John Jay Center for Learning  
101 S Meridian St, Portland, IN

### ...Use Excel

**February 8, 2024 | 12:00-4:00pm**

When working in Excel, do you ever think, "There has to be a better way?" If so, you're probably right! This workshop came about as the result of years of working with clients' elaborate spreadsheets that looked pretty but did absolutely nothing for them. In this course, I will share many "better ways". I'll first share how to set up a spreadsheet that will unlock powerful tools in Excel that do the work for you, including PivotTables. I'll also share features that will save you time and effort. We'll dive into some of those tools and unlock their power. This content applies to any version of Microsoft that you are using!

### ...Organize Your Work

**March 7, 2024 | 12:00-4:00pm**

Get things out of your head and into a system! Eliminate missed deadlines, reduce stress, and free your space – and mind – of clutter. This workshop contains a collection of ideas and processes to help you manage incoming items, process work efficiently, and even have time for those bigger priorities: the "Should be Done's". You will learn a method that is easy-to-understand, easy-to-implement, and easy-to-maintain so that you can be organized, focused and productive every day.

### ...Manage Your Day

**April 11, 2024 | 12:00-4:00pm**

You can expect greater focus, fewer interruptions, reduced stress, and improved work/life balance as a result of the techniques shared in this workshop. You will learn simple tips and techniques to get the most out of your day, every day. We'll begin by understanding foundational issues that hinder productivity, including interruptions, behaviors, and how we manage our time. Then we'll explore methods for handling those issues. These methods are simple to understand and simple to implement. Results are immediate!

### ...Use Outlook

**May 9, 2024 | 12:00-4:00pm**

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 only to move two steps backward as you try to keep up? In this workshop, I will provide simple solutions for de-cluttering your inbox as well as solutions for keeping it clutter free. In addition to email management, this workshop 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. These tools will be helpful to those using the desktop version of Outlook.

Website: [OrganizationSolutionsLLC.com](https://OrganizationSolutionsLLC.com)  
eLearning site: [ABetterWayTo.co](https://ABetterWayTo.co)



**Contact Information & Cost per Workshop:**

## Series Info

A Better Way to Use Excel  
February 8, 2024



A Better Way to Organize Your Work  
March 7, 2024



A Better Way to Manage Your Day  
April 11, 2024



A Better Way to Use Outlook  
May 9, 2024



All Sessions: 12:00-4:00pm

Trainer: Janet Jackson

John Jay Center for Learning, 101 S Meridian St, Portland, IN

\$89/person/session

\$319/person for series

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