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## Maximize Productive Use of Microsoft Outlook®, Lotus Notes® and Gmail® in our one-day workshop. Feel energized and inspired as you regain control of work and life.

Most professionals start each day with a parade of voicemail, e-mail, paperwork, interruptions, and responsibilities. Stress takes over and by the end of the day they're wondering: ***What have I forgotten? How did my to-do list get longer?***

EDGE for Professionals uses our proven Self-Management Model with the full power of Outlook, Lotus Notes and Gmail. Students become more productive individuals and team members, and experience repeatable results they'll value for the rest of their life and career.

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### Learning Objectives

- Integrate email, voice mail, meetings, paper files, and more, using existing accounts
- Create action items, and organize outstanding work
- Determine efficient management of day-to-day tasks, using a unique process
- Create tracking systems to delegate and keep work moving forward
- Apply daily and weekly best practices to workflow management

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### EDGE Concepts

**EMPTYING** – Learn our ***Clean Up and Clear Out Model*** to manage collection points.

**DECIDING** – Use our proven ***Self-Management Model*** to make decisions and take action.

**GROUPING** –Organize ***Outlook, Lotus Notes and/or Gmail*** to maximize best features and create a seamless system.

**EXECUTING** –Streamline your systems with an emphasis on ***Prioritizing,***

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### Outcomes

- Gain 1-2 productive hours per day and increase output by 15-20%
- Manage and reduce interruptions, e-mail, and information searches
- Design projects for maximum impact and set long-term goals.
- Learn skills to stay focused, relaxed and empowered

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### Ideal Audience

All levels of professionals love this course. It is designed for workers responsible for their own time and priority management; and for those who have numerous action requests from multiple sources. EDGE for Professionals can be customized for different audiences and job functions.