

# Information Strategies for Your Business Using Microsoft Outlook 2007 with Business Contact Manager

## Time is Money – Don't Waste Another Minute!

How much time and money does your company waste because information you need is not at your fingertips or organized in a way that is easily retrievable? Stop wasting time and money and learn how to use Microsoft Outlook as a tool to help you manage your time and information. Learn simple tips that you can implement immediately that you will wish you'd known years ago.

**June 19<sup>th</sup> / 9:30am to 4pm**

**Your Investment of \$247 Includes**

- 5 ½ hours of instruction – taught by Laura
- Lunch and coffee service
- Class Handout
- Parking

Located at 335 116<sup>th</sup> Ave SE – Bellevue 98004

Your investment is a fraction of what you'd pay for one-on-one instruction!

**Eliminate Chaos<sup>®</sup>**

More time for life.®

## What You Will Learn

Understand how to create an “account,” link business contacts to the account and customize the form for your business.

Track and organize account “history” information; including business notes, phone logs and opportunities as well as tasks and appointments associated with the account.

Organize your Account and Business Contacts using custom categories – and access in seconds.

Learn how to create a “business contact” in Business Contact Manager and how to customize information such as the source of the lead, your client’s area of interest and how to add your own fields to track data specific to your business.

How to create and track marketing campaigns.

Use the dashboard to prioritize and manage workflow – using graphs and reports.

Create Distribution Lists for sending email to all employees or groups of co-workers.

Learn the secrets to mail merge for labels, envelopes and letters.

And Much More!

## Reasons to Attend

Taking an “Outlook Class” at a College teaches directly from a workbook that does not take into consideration the needs of business people and how they actually “use” the software for business.

Laura understands the needs of professional and she is able to customize the class to speak to specific challenges.

Laura knows technology having received her B.S. in Management Information Systems.

Laura is a professional speaker and member of the National Speakers Association (NSA).

Laura is a regular Outlook presenter for the National Association of Professional Organizers.

Microsoft Outlook is a highly under-utilized program. There are very simple things that everyone can immediately implement after class that will make you much more efficient every day at work.

### About Laura

Laura Leist is an Organizing & Productivity Consultant, Speaker and Author of three books; two on Microsoft Outlook and *Eliminate Chaos: The 10-Step Process to Organize Your Home & Life*. She is writing two new books – *Eliminate Paper Chaos* and one on Microsoft Outlook 2007.

Laura’s clients are businesses that want systems and processes designed to help them achieve maximum productivity and communication in the workplace. She and the team of Specialists at Eliminate Chaos combine their talents to provide their clients customized solutions so they can quickly retrieve paper and electronic information when needed.

Register online at  
[eliminatechaos.com](http://eliminatechaos.com)

425.670.2551