

SAVING TIME WITH OUTLOOK

Technology alone doesn't increase productivity – People do. Let Eve Abbott show you Outlook best practices so you can streamline your activities and time. Use Eve's proven email tips to get better results, with less stress for everyone. Leave with enough tips to save an hour a day!

Join us for a personal performance tune-up:

- Discover how to use Outlook to manage projects and reference materials.
- Master email tips that will save you lots of time and get better results!
- Invest more of your time keeping your customers (and boss!) happy.

"I've always thought I was organized - until I came to this event. The 'task folder' tip alone will be of great help!"

Mary Anne Wood, Manager



**Author, Speaker
& Consultant**

ABOUT EVE ABBOTT, PEOPLE PRODUCTIVITY EXPERT™

Since 1988, Eve Abbott has pioneered brain-based productivity systems for executives and public agencies so their teams can work at least 25% more effectively. Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain*™. Says Jeffrey Fox, the bestselling "Rainmaker" author, *"If Time is Money, then Eve's books and trainings will make you lots of money."*

Eve earned her degree in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential. She is a popular guest on TV and Radio. Her expertise appears in The New York Times as well as the nationwide Business Journals "Business Wise" column. Seminar clients the Alameda County Public Health Department and the Alameda County Counsel's Office.