

Are You Getting the Most Out of Microsoft Outlook?

Approximately 1.2 billion users around the world work on this amazing software daily, but very few actually utilize the multitude of tools and capabilities to ensure they are optimizing its use.

Join our upcoming full-day workshop to learn ways to incorporate many of the built in features and techniques that can be used to manage your productivity and gain time back in your day.

Take Back Your Life!®

A life changing experience

Specifically designed to enable Microsoft Outlook users to drive sustainable change, improve productivity, and increase performance by blending theory, tools, and behavioral adaptation. This program supports participants in creating an immediately functional approach to using Microsoft Outlook to manage their constant stream of communication, tasks and projects.

Date: May 15, 2018
Cost: \$295 (lunch included)
Time: 9 am – 4:30pm
Location: Alvaka Networks
2 Executive Circle
Irvine, CA 92614

Register: [Click here](#)

Questions: Steven Crawford
steven.crawford@mcgheepro.com

*Please arrive with your PC Laptop 15 minutes prior to start time

On average, past Take Back Your Life!® participants experience:



- 64% reduction of the average number of emails within inbox



- Gain 10 days back a year that were previously spent working outside of the normal 9-5 day



- 22% more of their tasks and calendar appointments directly align with objectives



- 49% more time is scheduled on the calendar, prioritizing getting the RIGHT things done



- 14% more in control at the end of the day