

Center for Learning Connections presents....

How to Win the Paper and E-mail Battles

Tuesday, March 9, 2009 | 10:00am - 12:00pm PDT | At anywhere with internet access

Is paper controlling your desk and your life? Are you overwhelmed by email and paper information? Would you like to (finally) get really really organized?

How long has it been since you've seen the top of your desk or the bottom of your in-box? Has the paper and email in your life taken over, insisting that it's in control? Well, it's not, and the good news is that you can regain control. "How to Win the Paper and Email Battles"™ is an interactive workshop filled with practical tips you'll immediately be able to apply to your work life. Come learn how to be efficient, organize your paperwork and email and create systems that you can keep under control!

WEBINAR

Attend this all new webinar anywhere at your convenience.

Why Webinar?

- To save travel time
- Flexible training at your convenience
- To attend a training without leaving work or home
- Tightening travel budgets
- Train in a different way while not giving up the interaction.

Some tips and information:

- Make sure the speaker on your computer works properly. (It's optimal to also have a working microphone.)
- Login to webinar at least 15 minutes before training.
- Enable JavaScript.
- Test your computer.
- An e-mail with login information will be sent to you a day before the webinar.

TRAINER - Cal Crow, Program Director, Center for Learning Connections

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WORKSHOP FEE

\$75 Individual \$60 Group of 6 or more
\$65 Group of 3 - 5

REGISTER ONLINE TODAY!! (space is limited)

To register online, go to:

<http://learningconnections.org/clc/webinars/2010/mar9/index.htm>

FREE CLOCK HOURS / CEUs

Center for Learning Connections awards free clockhours for any event that is 3 or more hours. Free Clock Hours are available upon request only. Please email Jan Palmer.

Participants can register for Highline Community College Continuing Education Units (CEUs) Before starting a course. The cost is \$10 per course. Participant should call Extended Learning at (206) 870-3785 to apply.