

Microsoft OneNote: A Great Way to Manage Time and Information'

Research tells us that executives waste up to 20% of the workday simply looking for files. Never mind the aggravation after the information is found! Enter Microsoft Office OneNote, a powerful Personal Information Manager (PIM) that organizes documents, pictures, web pages, articles, audio and video recordings, and more--all in one digital notebook.

More than just another file manager, OneNote keeps essential information at your fingertips, reducing time spent searching through e-mails, sticky notes, file folders, etc. This practical, entertaining ½ day session is designed to help you stop spinning your wheels. Explore the simple and powerful organizational possibilities of Microsoft OneNote. (Laptops are not required however participants will get more out of the session if they follow along using their own computers.)

Included in the presentation will be documentation to support the material as well as technical and online references. **INTENDED FOR MANAGERS AND SUPERVISORS AS WELL AS FRONT LINE STAFF**

OVERVIEW / OUTCOME:

This practical course takes a fresh look at personal and business data organization, management, and retrieval using Microsoft OneNote. The end result will be smarter work practices and more time to focus on what really matters, on and off the job.

Through discussion and activities participants will:

- Employ OneNote as your virtual library without changing the file structure of your original data.
- Keep track of good ideas and then recover their details whenever you want.
- Use OneNote's powerful indexed search feature to search your notebooks--even pdfs and handwriting—using a word, phrase, or category tag.
- Customize the OneNote interface in a way that makes sense to you personally.
- Link notes directly to documents, workbooks, presentation slides, Outlook appointments & tasks, even web pages.
- Capture notes from Word or Powerpoint as you go, directly into OneNote.
- Explore the possibilities of pairing OneNote with cutting edge mind mapping software such as Mindjet.
- Develop a realistic, no-nonsense plan to implement OneNote into your daily routine.
- Feel encouraged and excited about applying these processes and concepts in daily life.

PRESENTER: DAWN GROVES

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Master Trainer & Senior Consultant

Dawn Groves is an author and senior consultant with Einblau & Associates focusing on workflow effectiveness, team strategy & communications, and digital efficiency. Her counsel is research based and she is a qualified Strength Deployment Inventory (SDI) facilitator.

A sought-after presenter, Dawn began her career as a software engineer working on satellite-to-submarine communications. Later, she published several books on lifestyle management and computer topics. After moving to Bellingham, WA, she began teaching and consulting for local educational institutions.

Dawn specializes in working with those who look askance at soft skills training. Her communication style is contemporary, persuasive and always practical. She maintains an active online presence while developing content and consulting. Her work has been quoted in many print publications such as Professional Excellence, Success Magazine, the Scrivener, and Bottom Line Personal.

Currently Dawn consults with government services, private industries and engineering firms in the USA and Canada. A mother of two teenagers, she manages her energy by sea kayaking and teaching tai chi.

Specialties: strength deployment inventory (SDI), personal energy management, workflow optimization and collaboration using Microsoft Office & OneNote, team development and communications training, stress management, executive coaching, web content development.