



PHAND
technologies
OFFICE PRODUCTIVITY TRAINING

flexible solutions for
simplifying **IT**
your business needs



INNOVATE TECHNOLOGIES & SOLUTIONS



Clear away distractions, tie up loose ends, and focus on what's really important to you.

Take charge of your productivity using techniques designed by McGhee Productivity Solutions and implemented by numerous Fortune 500 companies.

Balance your home and work priorities by exploiting the enhanced productivity, organizational, and search capabilities in Outlook 2007.

Go beyond just coping and surviving to taking charge of your time—and transform your life today!



TARGET AUDIENCE

This course is for individuals using Microsoft Office Outlook who are interested in increasing personal productivity and work – life balance. This course is ideally structured **for board members, chief executive officers, vice presidents, senior managers and mangers all the way down to individual contributors.** It shows you how to use Microsoft Office Outlook to balance your professional life with your personal life.



REGISTER TODAY
and take back your life

To register log on

WWW.HALOTECH.BIZ

For further information
INFO@HALOTECH.BIZ

Contact a Sale Representative
Jovy 734-4036 or Alex 290-5173

Take Back Your OFFICE PRODUCTIVITY TRAINING Life Today

Course Introduction

This year is going to be tough; we all know this as business owners. With the current economic recession taking place it is not feasible to have low office productivity from your valued employees.

How many times have you heard your office staff complaining **there is not enough time during the working day to complete tasks assigned to them?**

How many times have to heard your employees saying, **“I did not have enough time today to do this job ... will have to put it off for tomorrow.”**

You do not want that necessary sale or important task being lost due to improper time management. Let Halo Technologies help you achieve maximum office productivity from your staff for this coming New Year.

Our course shows you how to take control and reclaim something you thought you had lost forever: your work-life balance. Now you can benefit from this corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments by using the latest productivity features in Microsoft Office Outlook. Learn the proven methods that **empower you to clear away distractions and loose ends and focus on what's really important to you and your business.**

You will discover what defines, and what limits, your personal productivity and learn how to create your own management system. Examine how you collect and store information, process and organize your e-mail messages for efficiency, and plan and prioritize with the calendar features in Office Outlook. Learn what thousands of people worldwide have discovered about taking control of their everyday productivity, and start transforming your own life today!

Get full course details, training outline & cost structure available online at our website **WWW.HALOTECH.BIZ**