



Colorado Automobile Dealers Association

Using Microsoft Outlook 2003 & 2007 Effectively

Nationally Recognized Productivity Expert, Laura Stack, President of the Productivity Pro®, to provide training at CADA

Discover little-known tips and tricks for managing your workflow effectively!

Who should attend?

Dealer principals, general managers, senior dealership staff and sales teams

Do you have a hard time keeping up with the volume of email you receive daily? Would you like to better coordinate priorities for your management and sales teams to ensure administrative work is done quickly and efficiently, even while allowing more time for increased performance? If so, this workshop is for you.



Laura Stack, President of the Productivity Pro, a Microsoft Certified Application Specialist, will provide you with the tools to effectively increase your workflow processes.

Workshop objectives include:

- Automatically turn an email into a to-do action or appointment.
- Keep track of who owes you what.
- Quickly see the status of assigned work.
- Use notes to keep lists and store clippings from the Internet.
- Let Outlook remind you when things are due, so you don't have to remember it.
- Track meetings, conversation and phone calls with your contacts.

City/Version	Date / Time	Location
Denver Microsoft Outlook Version 2003	Thur., Dec. 16, 2010 7:30am-9:45am Breakfast included	William D. Barrow Building CADA Headquarters 290 East Speer Blvd, Denver, 80203 Phone: 303.831.1722
Denver Microsoft Outlook Version 2007	Thur., Dec. 16, 2010 11:00am-1:15pm Lunch included	William D. Barrow Building CADA Headquarters 290 East Speer Blvd, Denver, 80203 Phone: 303.831.1722

LAURA STACK, THE PRODUCTIVITY PRO, INC.



In 1992, Laura founded the Productivity Pro® Inc., a Denver-based productivity consulting firm. The company is dedicated to building high-performance productivity cultures in organizations by creating maximum results in minimum time with greater profits. Laura presents over 100 practical, high-energy keynotes and seminars each year on improving output, lowering stress, and saving time in today's workplaces. She has earned the Certified Speaking Professional (CSP) designation, the highest earned designation given by the National Speakers Association (NSA). Laura is also a bestselling author and her

works include, *Leave the Office Earlier; Find More Time; The Exhaustion Cure; and Super Competent.*



Colorado Automobile Dealers Association

Using Microsoft Outlook 2003 & 2007 Effectively

Discover little-known tips and tricks for managing your workflow effectively!

Who should attend?

Dealer principals, general managers, senior dealership staff and sales teams

City/Version	Date / Time	Location
Denver Microsoft Outlook Version 2003	Thur., Dec. 16, 2010 7:30am-9:45am Breakfast included	William D. Barrow Building CADA Headquarters 290 East Speer Blvd, Denver, 80203 Phone: 303.831.1722
Denver Microsoft Outlook Version 2007	Thur., Dec. 16, 2010 11:00am-1:15pm Lunch included	William D. Barrow Building CADA Headquarters 290 East Speer Blvd, Denver, 80203 Phone: 303.831.1722

TO REGISTER, PLEASE RETURN THIS FORM AND PAYMENT OF \$119/ 1ST PERSON AND \$99 / ADD'L PERSON
CADA, 290 East Speer Blvd, Denver, CO 80203, Fax: 303.831.9100 [Checks payable to "CADA"]

→ Register for this and other CADA events ONLINE at: www.coloradodealers.org/registration

Dealership Name _____

Version Attending: Microsoft Outlook 2003 Microsoft Outlook 2007

Name _____ Title _____

E-mail _____ Phone _____ Fax _____

Name _____ Title _____

E-mail _____ Phone _____ Fax _____

Credit Card # _____ EXP _____
(Visa / MasterCard / American Express accepted)

Name on Card: _____ Check to request invoice
(invoice sent to dealership)

Billing Address: _____

CANCELLATION POLICY: CANCELLATIONS MUST BE RECEIVED TWO DAYS PRIOR TO THE TRAINING SESSION

Questions:

Registration/Payment:

Tim Jackson, 303.282.1448
tim.jackson@coloradodealers.org

Deb Lay, 303.282.1453
deb.lay@coloradodealers.org

Lauren Stadler, 303.457.5123
lauren.stadler@coloradodealers.org