

# ***WORK SMART, Not Hard! Technology Training***

***Presented by PRISM Business Advisors***

**Learn simple steps to  
organize your email!**

**Learn how shortcuts can  
help you save time and  
reduce stress!**

**Enhance your current systems  
with these new tools!**



***WORK SMART, Not Hard! Technology Training  
will help you Work Smart!***

**Are you looking for a technology training  
for your staff? Training is offered in 1 hour,  
1.5 hour and 2 hour sessions.**

***This training is an excellent follow up to the  
WORK SMART Workshop!***

**For more information,  
contact Kim Jehn  
Kim.Jehn@PRISMsuccess.com  
859-344-2731**

## ***WORK SMART, Not Hard!***

### ***Technology Training***

- ⇒ Use technology to relieve stress at work.
- ⇒ Automate through technology in order to increase productivity and stop struggling.
- ⇒ There are numerous Outlook Tools; customize them to work to your advantage.
- ⇒ Tools and additional storage can make your inbox manageable. Do not revisit the same emails over and over again.