

Two 16-Week Programs That Solve Your Biggest Time Problems & Knowledge Gaps Working with **Outlook** and **Excel**

Outlook: **Ease Your Pain. Enhance Your Gain**

Do you spend too much time working with your emails?



How about managing your contacts? Or items to follow up on? Your calendar?

These Outlook lessons combine clever thinking with often ignored or (unknown) features and will **save you days of your life.** Become a master of communication, customer service and response.

Excel: **Work Smarter & Make Your Database Your Goldmine**

Learn how to do in 15 minutes what takes others days



No matter where you store your database information, you can make magic happen with it in Excel. You'll learn tricks on cleaning, de-duping, massaging and fixing your information.

This program is not only about databases. The tips

on summarising, graphing, tabulating, merging and printing will have you kicking yourself for not knowing them before.



Deborah Day:

"Bliss! I've always known how fabulous you are and inspiring, but these quick tips have been totally amazing. Just what I need to add ease to my day in little bite sized pieces I can go back to"

Cindy Morrison

"I'm absolutely thrilled that I can finally do something constructive with these hundreds of contacts that I have ... thanks entirely to your guidance! I am in awe of your expertise – you have taught me more about data basing in a few short emails and one session, than any other before you"

Debby Sinclair

"I am watering at the mouth. This is JUST WHAT I NEED. The bite size is definitely great as anything more for business people is overload. I just signed up!"

Bianca Painter

Thanks for your tip today. I've started dragging & dropping – wish I had known about this years ago, I might not have so many frown crinkles

16 Weeks of Clever Software Tips & Demonstrations

How Each 16-Week Program Works:

1. Each week you receive a short, succinct lesson emailed to you comprised of:
 - A highlighted pain point
 - Your solution explained
 - A link to a one-two minute exact how-to video
2. A full one year follow up by Debbie when the program ends
3. If you have a question not covered by the lessons, email Debbie for your answer
4. As a gift, a companion e-book
 - For Excel – Make Your Database Your Goldmine.
 - For Outlook: Conquer Your Email Overload

Still Not Sure?

- **Why Invest when I can look it up on Google or YouTube?**
You have to **know** the tip or function beforehand to search for instructions. I propose to show you shortcuts and features you didn't know about.
- **Why Debbie?**
Named Ms. Productivity by the media, Debbie is one of the most sought after speakers and trainers in New Zealand and Australia; in the top 7% of speakers globally and well-loved for her practical, plain talking technology quick tips. Author of 16 bestselling books, as well as a media columnist, Debbie has sharpened the activity of over 1 million individuals around the world through her presentations, quick tip newsletters, articles, books, videos.
- **Why not a webinar?**
To save you time. The fluff and other participants are eliminated. It's a pain referring back to webinar content. You have to remember what part of the one hour recording the information is in to find it. With the quick tips – you have 12 separate and distinct 1-2-minute-long videos.



What You Need

1. An Internet connection
2. Ability to watch (and hear) videos (hosted on a private locked YouTube channel)
3. The lesson and video can be watched on any smartphone, tablet, laptop or computer.
4. The Outlook and Excel lessons apply to Outlook 2010, 2013 and 2016 for PC; Excel for Mac too.

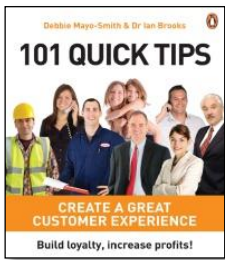
1. Invest In Yourself Boot Camp Conference Special: Please Circle One

	Outlook		Excel		Both	
Staff Numbers	Normal	Conference Special	Normal	Conference Special	Normal	Conference Special
1 to 2	\$200	\$100	\$200	\$100	\$350	\$175
3 to 8	\$600	\$300	\$600	\$300	\$1,050	\$525
9 to 14	\$1,100	\$550	\$1,100	\$550	\$1,920	\$960
15 to 20	\$1,800	\$900	\$1,800	\$900	\$3,150	\$1,575
Larger	Email Debbie					

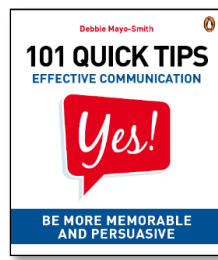
Your Complimentary Ebook With Purchase: Conquer with Outlook Goldmine with Excel

Invest in Yourself! Option Selected \$ _____.

2. Ebooks: No Program? Purchase Separately (Pls Circle Choice)



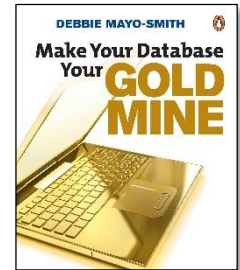
Create A Great Customer Experience
\$10.00



Effective Communication
\$10.00



Conquer your Email Overload
\$25.00



Make Your Database Your Goldmine
\$20.00

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