



**Overwhelmed by commitments?**

**Fearful you're dropping the ball?**

Announcing a class for you...

## Getting Things Done!

Using *Microsoft Outlook* to  
Set Priorities, Organize Your Life,  
and Accomplish Goals.



**Class Objectives.** This course will equip you with strategies and systems to:

- Reduce your feelings of panic.
- Use your time the way you want.
- Reduce the frustration of interruptions.
- Build trust through timely communication and keeping commitments.
- Free you from nagging thoughts that you are forgetting something.
- Give you a sense of control over your life.

Schedule: Six fast-paced one-hour sessions.

Thursday, **December 3**, 4:00-5:00PM: Processing email... The Four D's.

Thursday, **December 17**, 4:00-5:00PM: Tracking and prioritizing tasks.

Thursday, **January 7**, 4:00-5:00PM: The Ultimate Action System... Your calendar.

Thursday, **January 21**, 4:00-5:00PM: A filing system that works for you.

Thursday, **February 4**, 4:00-5:00PM: Handling interruptions. Keeping commitments.

Thursday, **February 18**, 4:00-5:00PM: Planning and setting priorities.

Location: FCBR Education Center  
(826 W. Drake Rd, Fort Collins, CO 80526)

**Cost: Just \$99.**

**100% Satisfaction Guarantee.** After attending all class sessions if you are not completely satisfied simply request a full refund.

**100%  
Satisfaction  
Guarantee**

Registration: Contact Eric Kronwall directly.  
Please call, text, or email today.  
970-481-9441  
eric@erickronwall.com