



Thursday, May 13, 2021
8:45 a.m. – 10:00 a.m.

R.S.V.P. by 9:00 a.m. on
Wednesday, May 12, 2021
online at:

<http://jsahr.shrm.org/events>
or admin@jsahr.org
or call JSAHR at 732-701-7155

Registration Fees

Members - \$10
Non-Members - \$20
Student/In-transition - Free

Special Notice

*This program is pending approval for 1.0
SHRM PDC recertification credit and 1.0
HRCI General recertification credit.*

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Microsoft Outlook Balance and Productivity Optimization ***Is Your Email Controlling Your Life?***

Presented by Tana Mann

Did you have any of the following New Year's resolutions? Be more productive. Get my to-do list in order. Feel like I am controlling my email instead of it controlling me. Finding time to live my best life. If you use Microsoft Outlook and want to crush any of these resolutions in the year ahead, then [check out our Informer Video](#) for a brief preview of what to expect from Focus to Evolve's Microsoft Outlook Balance and Productivity Optimization training session. Our minimum target is to literally double meaningful output in the same number of hours spent in order to create more time for work/life balance.

By attending this session participants will:

- Examine and identify distractions in their environment. Specifically with email in order to lessen the time needed to perform tasks by eliminating this disruption. This created more balance in trainees' lives. HR Professionals can leverage this knowledge to address company-wide distractions as well
- Train people in a whole system for how to take daily tasks and leverage their existing email program to be a second brain and never let any items fall through the cracks
- Give people the tools to accomplish their tasks as efficiently as possible to create space in their days and then ask themselves, "What do I want to do with this time?"
- Teach people the value of downtime and how to make it part of their days

About the Speaker:

Tana Mann Easton is the Lead Efficiency Engineer at Focus to Evolve. Tana graduated with a B.A. degree in Communication Studies from the University of Wisconsin – La Crosse. She worked as a Senior Private Client Coordinator at the financial firm AB Bernstein for 14 years.

Tana became so efficient and enjoyed learning how to be productive so much that she joined Focus to Evolve in May 2020 to teach others the cheat codes that she learned from her life and from other great teachers. Focus to Evolve teaches people how to optimize their email and task systems, and other organization and efficiency methods to live life by design instead of by default.

