

Be “E-Organized”

Being productive in the virtual world

A lively, interactive half day session to learn how to get totally E-Organized! The class will address managing your email, electronic filing, and working effectively in in a virtual “meeting” environment. There will be plenty of time for discussion so that participants can plan how best to apply these ideas. You’ll leave with tools you can put in place immediately for a more effective and peaceful work day.

Email

- The real problem and how to conquer it
- Getting it done – how to process email without getting overwhelmed
- Tips for email “etiquette”

Finding your virtual “stuff”

- Physical Organizing vs. Virtual Organizing
- Organize vs. Search
- Standardization vs. Personalization - Naming Conventions and Protocols in the Virtual World

Getting there from here: Improving your virtual filing

- Shared Drive Nirvana – Brainstorming what’s right for you
- Expectations, Goals, & Risks of Improving Shared Drive
- Involvement of Stakeholders - who, when, and how

The virtual meeting environment

- Choosing among various e-platforms (phone conference/webinar/web training/listserve/mass email/text/instant messaging/social media)
- Being an effective participant (or leader) in a virtual setting

Unless otherwise noted, all classes will be held at CAPS, 32 College Street, Montpelier

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Location:	CAPS
Time:	9:00 – Noon
Cost:	\$55.00
Course Code:	045182
Session Code:	Date specific: See Electives calendar for session code
Instructor:	Porter Knight
Registration Deadline:	5 business days in advance of the course