

2009 NABE Admin & Finance Workshop

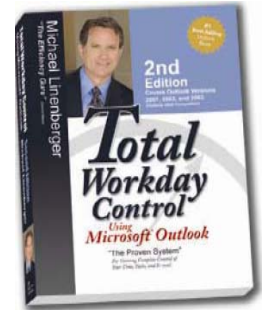
BEST PRACTICES FOR A&F PROFESSIONALS

TUESDAY, February 10, 2009 – Boston, MA



FEATURED SPEAKER

Michael Linenberger, the author of the number-one best-selling Outlook book, this workshop shows you how to gain complete control of your out-of-control workday using Microsoft Outlook. Michael shows how to tackle large volumes of e-mail by focusing on the action components of e-mail and managing them in Outlook's task management system. He teaches new and original methods of task control that for the first time will make your to-do list manageable and productive. Michael teaches unique methods of action prioritization that helps you focus on your most important work, and minimize wasted efforts. Michael will show how to do this all in Microsoft Outlook, giving on-screen demonstrations, and providing an optional self-study movie-kit that participants can use after the workshop to practice on their own.



****The first 20 attendees will receive a FREE copy of Linenberger's best-selling book Total Workday Control, a \$21.95 value!***

To register or learn more information on member benefits visit http://www.abanet.org/nabe/admin_finance/index.html

Registration for the workshop is \$95 for NABE A&F Section members and \$125 for non-members who will receive free membership for the remainder of the year. Registration includes continental breakfast and buffet lunch.

The 2009 NABE Administration & Finance Workshop will be conducted in conjunction with the 2009 NABE Midyear Meeting in Boston, MA at the Boston Marriott. You do not need to register for Midyear Mtg to attend the Admin & Finance Workshop.