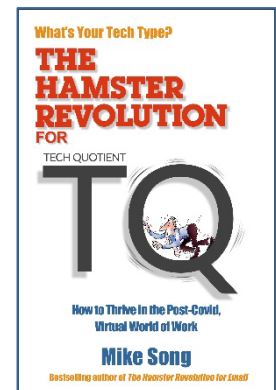![Get Control!® Webinars]

2024

The Classes

Essential, unique, tech-driven training based on our bestselling Hamster Revolution Book Series and groundbreaking TQ System. Available in all formats, including webinar, seminar, and keynote. Video content is available in seven languages. Classes can be purchased individually or as a complete, all-access pass package.

What's Your Tech Type?
THE HAMSTER REVOLUTION FOR
TECH QUOTIENT
TQ
How to Thrive in the Post-Covid, Virtual World of Work
Mike Song
Bestselling author of *The Hamster Revolution for Email*

Designed by Bestselling Author and CEO, Mike Song

INFO@GETCONTROL.NET

CNBC · abc NEWS · Fox NEWS · GOOD MORNING AMERICA · CNN · npr

Contents

New Classes for 2024

Agility via Digital Dexterity

The power to adapt and thrive is paramount in the quest for business agility. However, one often-overlooked facet of agility lies in your ability to quickly master everyday digital tools such as Microsoft 365, Mobile Devices, CRM, EOS, and ChatGPT.

In this transformative class, you will:

- Identify and conquer the five tech-related barriers hindering individual and team agility.
- Immerse yourself in TQ Theory, an arsenal of tech-driven best practices meticulously designed to help you and your team rapidly adapt to a constantly changing work environment.
- Harness the art of techsploration, equipping you to easily navigate any digital terrain, transforming you into a more nimble and effective professional.

Prepare to revolutionize your approach to technology and enhance your agility in the ever-evolving business landscape. Join us on this exhilarating journey and discover how unleashing your digital dexterity leads directly to significant performance gains.

Digital Dexterity: The Fastest Way to Grow Sales!

Are you a salesperson immersed in technology but struggling to overcome infoglut and admin burden? For example, do you find managing your inbox challenging? Is it hard to take excellent CRM sales notes and follow up with prospects? If so, you're not alone. Tech proficiency is a critical success factor in today's fast-paced sales environment. At GetControl, we believe that boosting your Tech Quotient (TQ) can be a game-changer, helping you sell more efficiently and effectively while reducing administrative hassles. We will help you:

- Leverage new tech strategies to drive sales systematically.

- Overcome the top five tech-related challenges that hinder sales performance.

- Streamline your email, chat, and meeting interactions to enhance sales follow-through.

- Master the art of taking clear and organized notes that seamlessly integrate with your CRM system, making follow-up a breeze and much more.

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Leadership via Technology: Use TQ to Build High-Performing Teams

Are you a leader grappling with the challenges of managing a tech-driven team in an increasingly virtual world? Do you struggle to connect with your direct reports, especially when you feel less than proficient with tools like Excel, Outlook, and Teams? If you face these pain points, join our class and discover a whole new way to lead in the future of work.

You'll experience a dynamic and fun learning environment where you'll:

- Identify and address ten critical leadership pain points related to technology.

- Enhance your Tech Quotient (TQ) to boost performance while providing valuable tech coaching to your team.

- Explore key concepts such as **techsploration**, TQ sharing, template building, and more, equipping you to lead your team successfully through their digital day.

Get Control of AI! How ChatGPT and Bard Help You Get More Done!

Are you eager to harness the potential of AI to supercharge your workplace productivity? Have you ever felt frustrated by the challenge of making AI genuinely understand your needs? Get ready to unlock the full potential of AI in the workplace with our transformative webinar, "Get Control of ChatGPT." Led by bestselling tech author Mike Song, this one-hour session will empower you to master ChatGPT and revolutionize your business applications.

In this engaging and hands-on webinar, you'll embark on a journey to:

- Gain a general understanding of AI capabilities.

- Automate prompts that dial AI into your specific use case.

- Craft clear, concise, and impactful emails and announcements in multiple languages.

- Elevate sales proposals, budgets, and contracts, leveraging AI to create more persuasive, professional, and data-driven documents.

- Articulate a compelling vision through refined business planning and optimize your meeting invites.

- Stimulate creativity, enhance decision-making processes, and streamline workflow efficiencies with AI.

Top-Rated, Award-Winning Classes

Get Control of Email, Outlook, and Teams I

Are you overwhelmed by your inbox and struggling to stay organized in a world filled with digital distractions? Does managing a cluttered Outlook inbox and endless Teams Chat messages leave you feeling lost? We understand your pain, so we've designed this class to address these challenges head-on. Join us to discover how to regain control of your digital tools, specifically Outlook email, calendar, and Teams Chat, while having a blast in our learn-by-doing environment.

- Master Outlook Inbox and Teams Chat: Learn to seamlessly navigate both Outlook and Teams Chat, streamlining your communication and task management processes.
- Prioritize and Declutter with Ease: Say goodbye to inbox overload. Discover techniques to efficiently tackle your jammed inbox, prioritize tasks, and create a clutter-free workspace for heightened productivity.
- Unlock Teams Chat Search: Uncover the power of Teams Chat Search, allowing you to find vital conversations and information swiftly, ensuring you never miss a beat in your digital collaboration.
- Craft Brilliant Messages: Bid farewell to vague, lengthy messages in Teams Chat. Acquire the art of crafting clear, concise, and actionable messages that promote rapid understanding and response.
- Improve time management via the intelligent use of Outlook and Teams Calendar features.

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Get Control of Email, Outlook, and Teams II

Is your inbox bursting at the seams? Prepare to be amazed as we continue to unlock the secret treasures of Outlook and Teams to supercharge your daily productivity and performance! Get Control of Email, Outlook, and Teams II is the thrilling sequel to our popular first session, and it's packed with even more game-changing insights.

We kick things off with a lightning-fast recap of the top tips and tricks from session one, setting the stage for an exhilarating dive into the hidden productivity wonders within Outlook. Get ready to harness the full power of Outlook, including its smartphone capabilities, as we explore how to effortlessly transform emails into Teams Chat, Outlook Meetings, and OneNote pages.

In this action-packed session, you'll learn to:

- Streamline your inbox clutter with ingenious Outlook rules
- Quickly sift through important emails from VIP senders using Search Folders
- Revolutionize your email and Teams file organization via clever folder structures
- Master the art of choosing between the Outlook App and Browser versions
- Take control of your tasks via Outlook's Todo App.
- Delve into Teams Channel and Meeting features.

Don't miss your chance to become an Outlook and Teams maestro and regain control of your digital world. Let's turbocharge your productivity together!

Get Control of Digital Time Management

Are you struggling to reach your goals in a world of constant change and competing priorities?

This online seminar delivers practical, tech-driven time management tools and tips that help you organize, prioritize, and get more done. In addition, you'll discover a bold new way to manage tasks and get more done via the Tasks by Planner App.

In this class, you'll learn:

- How to use Microsoft ToDo and Planner to organize tasks and stay on top of your work
- How to set priorities and avoid distractions
- How to conquer procrastination via strategic organization techniques
- How to use time-saving tech shortcuts
- How to manage your big annual goals
- How to use timeless tools like the Urgent–Important Matrix, Pareto's Law, and the Joyful–Useful Happiness Tool

By the end of the class, you'll be able to:

- Reach your goals more easily
- Reduce stress and improve your productivity
- Get more done with less effort

Our class is fun and effective, and there is a learn-by-doing environment. You'll get plenty of hands-on practice with the tools and techniques you learn.

Sign up today and take control of your digital time management!

Get Control! Organize Your Digital Office

Are you struggling to organize all your digital files? Do you wish you had an innovative, effective way to find emails, documents, and links rapidly? Great news! This class helps you organize, prioritize, and manage your digital world. Discover incredible organization strategies that you can easily apply to OneDrive, Outlook, Teams, and SharePoint files. You can even use these techniques to bring order to your personal Gdrive.

In this class, you'll learn:

- The three reasons why most storage systems fail.
- How to design a simple system for organizing all your digital files, links, documents, email, and more.
- How to use the features of OneDrive, Outlook, Teams, and SharePoint to your advantage.
- How to find information quickly and easily.
- How to organize and take outstanding Notes using OneNote templates.

By the end of the class, you'll be able to:

- Organize your digital files in a way that makes sense to you.
- Find information 30% faster.
- Reduce procrastination and get more done.

Get Control of Excel I and II: Boost Excel Skills by 30%

Are you looking to take your Excel skills to the next level? Our Excel 1 and 2 classes are designed to help you master the primary and intermediate features of Excel so you can use it to analyze data, create reports, and make better decisions. The class starts with an exciting scenario in which you are selected to help with a significant project at DroneZone, the world's leading recreational drone company. You receive and analyze an actual DroneZone spreadsheet.

You'll:

- Learn essential Excel best practices and formatting techniques
- Discover incredible, time-saving hidden features and shortcuts.
- Use Clean Design principles to reformat confusing spreadsheets
- Turn raw data into useful information via Conditional Formatting, AutoSum, and Freeze features
- Create stunning visuals such as tables, Pivot tables, charts, and graphs that reveal critical patterns and trends
- Master formulas and functions like Vlookup, Concatenate, and Countif
- Use the Analyze Data feature to gain insights and make better decisions rapidly
- How to make inferences by mastering Pivot Charts, Macros, Slicers, and Dashboards

The session concludes with a fun celebration as you help DroneZone boost sales and performance thanks to your new Excel skills. Best of all, you can practice each insight via your sample spreadsheet and digital handout.

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Get Control of Virtual Meetings! Connect, Engage, and Achieve More

Are your virtual meetings dull, low-value events mired by technical glitches? If so, then you need to take our virtual meeting skills class! This class teaches you how to run polished, professional, and highly engaging remote sessions. You'll also discover excellent MS Teams, Outlook, PowerPoint, and OneNote tips and tricks.

Here are some of the pain points we will address in our class:

- Boring and unproductive meetings
- Technical glitches
- Lack of engagement from participants
- Difficulty building relationships with remote colleagues
- Challenges in delivering presentations and sharing information effectively

Here are some of the things you'll learn in our class:

- How to replace the top ten virtual meeting mistakes with beneficial new best practices
- How to use time-saving templates to run on-time, on-track virtual meetings
- Why it is critical to embed a clear objective and agenda (Objenda) in every meeting
- How to use Call and Response to keep meeting attendees focused
- The danger of overloading participants with too much data
- How to make meeting participants feel appreciated and heard

Get Control of Data Literacy!

Are you making decisions based on your gut? Do you want to make better, more data-driven recommendations? In today's world, data literacy is essential for success. The ability to gather, interpret, and present data is a crucial job skill.

In this class, you'll boost Data Literacy skills by 30% while discovering exciting new ways to spot trends, discern patterns, and make better decisions using everyday tools like Excel and Power BI.

You'll learn about the DIKW pyramid, which outlines the importance of turning data into information and, later, into knowledge and wisdom. Key insights:

1. **Gather:** How to gather, assemble, clean, store, and organize high-potential raw data.

2. **Understand:** How to convert raw spreadsheet data into useful information that reveals essential trends, patterns, problems, opportunities, and insights to ***make better decisions***.

3. **Present:** How to present your findings in a practical, motivating, and memorable manner.

The class includes a fun scenario that makes learning fun and interactive. You'll be assigned a high-level imaginary project in which you will need to address five significant data literacy challenges to succeed.

ZIP Tips! The Fastest Way to Get More Done.

Are you struggling to get stuff done in a tech-driven world? Well, get ready to have a blast as bestselling productivity author Mike Song counts down the ten greatest tech tips of all time!

The ZIP! Tips Talk is a fast, fun, interactive, and informative session that will teach you how to use technology effectively. You'll learn:

- Incredible shortcuts, setting changes, and hidden Outlook, Teams, OneNote, and Excel features

- Time-saving strategies that will turn you into a tech tip treasure hunter

- New ways to think about the connection between tech quotient (TQ) and your career success

You'll also get to participate in hands-on exercises so that you can apply what you learn right away.

The ZIP! Tips Talk is led by Mike Song, a productivity expert and bestselling author of Zip Tips: The Fastest Way to Get More Done. Mike has reached millions of people via appearances on every major news network, including Good Morning America, CNN, CNBC, and NPR.

Get Control of OneNote! Level-Up Your Business Notes.

Are you drowning in a sea of meeting notes and project information? Say goodbye to the chaos and embrace the organization and productivity OneNote offers. Many Microsoft Office users are unaware of the invaluable gem right at their fingertips – OneNote.

This class will boost your OneNote skills by 30%. We understand the frustration of fumbling to find a place to take notes, so we've embraced the rapid QuickNote feature to streamline your note-taking experience. We also recognize that taking notes in a traditional paragraph format can bury essential action items, so we share the revolutionary BAM (Big Meeting Outcome, Action Items, Meeting Notes) note-taking method in this class.

Our fast-paced session is designed to introduce you to the full potential of OneNote as a note-taking and organizational powerhouse. We'll spotlight OneNote's most potent and thrilling features, ensuring you're armed with the knowledge to conquer your note-taking challenges.

Participants will master:

- The art of creating and sharing OneNote notebooks.
- The 4D OneNote Action Item Table System.
- Video and Audio Notes

But that's not all – discover how OneNote seamlessly integrates with Outlook, browsers, Word, PDFs, smartphones, tablets, and more, making your note-taking experience seamless.

Join us for Get Control of OneNote and revolutionize how you take notes, organize information, and enhance productivity. Don't miss this opportunity to transform your note-taking game and take control of your digital world!

Get Control of MS Teams! I and II

Are you ready to unlock the full potential of Microsoft Teams and supercharge your communication, collaboration, and organizational skills? Look no further than Get Control! of MS Teams®, the ultimate class to propel you into the digital collaboration stratosphere.

In this dynamic course, we're not just scratching the surface; we're diving deep into the advanced features of MS Teams that will empower you to achieve more. Whether you're a seasoned Teams user or just starting, you'll discover a treasure trove of knowledge to enhance your digital workspace.

Our expert instructors will guide you through a transformative journey, where you'll learn to:

- Harness the power of advanced chat features for seamless communication
- Create and manage MS Teams sites like a pro, fostering collaboration with precision
- Craft channels that serve as your team's communication hub
- Write clear, concise, and actionable Teams Chat messages
- Learn new virtual meeting engagement strategies and utilize the Record, Transcribe, Closed Caption, and Breakout Room features to drive impactful virtual impact.
- Elevate your virtual meetings via new webcam, screenshare, and phone techniques.
- Know what virtual meeting communication channel to use when
- Master the art of organizing your Teams Files
- Boost productivity by integrating powerful apps like Planner, Forms, Website, and OneNote into your team channels.

Present Like a Rock Star with Mike Song.

Are you nervous about presentations? Do you struggle to engage your audience? Is public speaking scary to you? Get ready to rock your presentations like never before with the guidance of our facilitator, Mike Song, who has shared the stage with rock legends like Bon Jovi, Joe Walsh, and A Flock of Seagulls, to name a few.

In this electrifying class, we blend the world of rock and business, demonstrating how rock performance and songwriting principles translate seamlessly into practical, concrete best practices for business meetings and presentations. In Mike's School of Rock presentation, he peforms popular song snippets from U2, The Beatles, Chuck Berry, and Green Day to illustrate key points.

Whether navigating live, hybrid, or virtual meetings, you'll gain the tools and techniques to turn lackluster sessions into polished, professional, and highly engaging events. Get ready to:

- Discover rock star techniques that calm nerves, boost engagement, and supercharge recall in any audience.
- Learn powerful call and response best practices that turn boring business presentations into fun, effective experiences.
- Explore ten must-try PowerPoint techniques that instantly get your audience leaning forward and looking forward to the next slide.
- Supercharge the impact of your presentations by mastering body language, eye contact, and voice modulation.
- Learn how to seamlessly integrate videos, SmartArt, and striking imagery for maximum impact.

Our class offers specialized modules tailored to your needs, including Sales, Leadership, and Presentation Skills. Plus, we can incorporate content for hybrid and live meetings, ensuring you're equipped to excel in any meeting scenario.

Join us for Present Like a Rock Star and let Mike Song's rock-inspired insights propel you to new heights in your professional journey. Don't settle for dull, low-value meetings – it's time to rock your way to success!

And, of course, this session makes for an incredible, live keynote presentation that will have your people buzzing for years.

Get Control of Power BI! Business Intelligence Made Easy.

Are your people struggling to understand how to use Microsoft Power BI? This short, fun class provides an excellent introduction to the newest Microsoft Power App. You will learn the skills you need to successfully create impressive dashboards, reports, and other business intelligence solutions.

In this class, you will:

- Learn the basics of Power BI, including data modeling, visualization, and reporting

- Create a Power BI dashboard to monitor and analyze your data

- Use Power BI to extract insights from your data and make better decisions

- Work with real-world data from the DroneZone simulation

Additional insights:

- The importance of the data literacy hierarchy: Data > Info > Knowledge > Wisdom

- How to create a Power BI dashboard that helps everyone spot trends, mistakes, and hidden opportunities

- How to use Excel features to turn confusing numbers into helpful visuals

- How to discover secret insights via PivotTables and Power BI visualizations

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Get Control of PowerPoint! Deliver Brilliant Presentations.

Ready to transform your PowerPoint presentations from mundane to magnificent? Do you often find yourself struggling to create engaging and impactful slides? If you're tired of dull and confusing presentations, our class, "Get Control! of PowerPoint®," answers your needs by boosting PowerPoint skills by 30%. Led by renowned CEO and bestselling author Mike Song, this class is designed to take your PowerPoint skills to the next level and make your presentations unforgettable.

In this dynamic and engaging class, you will experience a learning-by-doing environment emphasizing practical skills and real-world application. Here's what you can expect:

- You will receive an incredible, free PowerPoint deck with this presentation.
- Explore the secrets of Clean Design and the 133 Method for structuring presentations effectively.
- Gain a fresh perspective on your presentations by learning how to see them through the eyes of your audience.
- Acquire practical techniques to elevate your presentations from the bottom to the top, creating slides that captivate and inspire.
- Dive into fascinating animation and transition tips that will breathe life into your slides and keep your audience engaged.
- Discover innovative ways to grab and hold your audience's attention throughout your presentation.

At GetControl, we believe in making learning both fun and effective. This class empowers you to create world-class presentations that leave a lasting impression. Whether you're a seasoned presenter or starting, "Get Control! of PowerPoint®" will equip you with the skills and confidence to excel in the Future of Work. Don't miss this opportunity to revamp your PowerPoint prowess—enroll now and embark on a journey toward presentation perfection!

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Become a Microsoft 365 Superstar! Learn Time-Saving Tips and Tricks.

Do you find the many features of Microsoft 365 confusing? You're not alone! Office 365 is a powerful suite of productivity tools, but learning how to use its components can be overwhelming. This class gives you a handy overview of MS 365 so that you can begin using it to its full potential.

In this class, you'll learn:

- How to use Microsoft 365's desktop, browser, and mobile app versions

- How to leverage the Microsoft 365 website to access ten new digital tools

- How to share, collaborate, and manage your documents

- How to use new 365 programs like Teams, Planner, and Forms

- What to use when – OneDrive, SharePoint, or Teams file sites.

- Handy Windows 10 tips and tricks and much more.

Our class is fun and effective, and there is a learn-by-doing environment. You'll get plenty of hands-on practice with the tools and techniques you learn.

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Get Control!™

Get Control of Resilience! Staying *SongStrong* in Hard Times.

Do you feel stressed, sad, or overwhelmed? If so, you're not alone. We live in a world filled with challenges and chaos, and it can be hard to stay resilient. But it's important to remember that you're not powerless. There are things you can do to build your mental toughness and overcome setbacks.

In this class, you'll learn from Mike Song, a resilience expert who has turned personal tragedy into a professional triumph. He will help you and your team develop a positive outlook and increase mental toughness. You will learn ten science-based ways to become more productive, mentally sharp, and resilient.

Here are some of the things you'll learn how to:

- Identify your triggers and develop coping mechanisms

- Sort your mood into four categories using the Mood Matrix

- Stem negative self-talk, build self-awareness, and administer self-compassion

- Use predictive therapies, including light, smile, and motion exercises, to lift your mood.

- How to manage stress and anxiety confronting your deepest thoughts

- How to improve your sleep and nutrition

- How to build and nurture your mental toughness A-Team

- How to find meaning and purpose in your life

- How to change setbacks into opportunities for growth and healing

- How the Joyful-Useful Matrix can deliver a more satisfying and productive life and career

Get Control of Your iPhone and iPad!

Are you looking to get more done with your iPhone or iPad? If so, you're in the right place! In this class, you'll discover exciting new tools, tips, shortcuts, and setting changes that will maximize productivity and save time. This class is fast-paced, hands-on, and packed with "Wow!" moments.

The class uses a live version of an iPhone or iPad so that participants can follow along on their own devices in real-time.

Here are some of the things you'll learn:

- How to use rapid-fire navigation tips and setting changes to speed up your workflow
- Incredible Outlook, OneDrive, and Teams mobile app tips and tricks
- How to prioritize apps and information on your devices
- How to master advanced dictation and editing
- How to prioritize your inbox and build email templates
- Incredible shortcuts that save time and boost productivity

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The TQ Revolution! Level Up Performance via Digital Dexterity.

Are you ready to level up your career via the intelligent use of technology? The TQ Revolution class will teach you how to boost your Tech Quotient. TQ is the ability to learn, leverage, and share technology. In this class, you will:

- Boost your **tech skillset** via incredible MS 365, Google, and Apple tips and tricks.

- Change your **tech mindset** by absorbing innovative new strategies that help you become a self-sufficient techsplorer.

- Develop and implement a robust, new plan to leverage technology to boost performance, save time, and cut stress.

Here are some of the benefits of taking this class:

- You will discover TQ, a new strategic approach to boosting and sharing tech know-how.

- You will understand your Tech Quotient Profile (TQP™) by completing the TQ Assessment Tool (TQAT®).

- You will boost your TQ by mastering ten essential technology tips.

- You will reduce stress and complete projects on time.

- You will gain recognition as a tech-savvy teammate and leader.

- You will receive an achievement certificate for completing the program.

The class is fun, effective, and learner-centered. You will learn by doing, with plenty of opportunities to practice what you know. You will also network with other professionals interested in boosting their TQ.

If you're ready to take your career to the next level, sign up for The TQ Revolution today!

Why Digital Skills Transformation Projects Fail & What to Do About It

Are your digital skills transformation projects failing? If you're like most businesses, you're struggling to boost digital skills to remain competitive. You know that your employees need new skills to succeed in the future of work, but most training initiatives fall flat.

There's a reason why [70% of digital skills](#) improvement projects fail. Most efforts are drab, one-size-fits-all, and lack clear, measurable goals.

This class will show you how to evolve your digital skills approach by sharing concrete solutions tested with hundreds of our clients worldwide.

- **Meet Your People Where They Are:** Your people love social media influencers and subscribe to multiple streaming services for entertainment. Your initiative must feature a strong, engaging, likable personality like Mike Song – who offers a series to which they can subscribe.

- **Level Up with E-Factor:** Ho Hum training creates prisoners – you want excited learning that generates buzz and high attendance numbers. Focus on training that is exciting, engaging, educational, and energizing. The session should build enthusiasm that can be exported to every division in the organization.

- **Sort and Measure for Success:** Every digital skills initiative must do essential things. First, it must not peddle a one-size-fits-all solution because your people have vastly different attitudes toward technology. Some love it, and many resist it. It would help if you could sort your people into 3-4 tech-type categories. Next, you need to be able to use a measurement tool to establish a clear baseline and finish line to document progress and inspire competition amongst your people. This is why we created our Tech Quotient Assessment Tool (TQAT®)

In this class, you'll learn:

- The top 5 reasons why digital skills transformation projects fail.
- How to create a successful digital skills transformation program.

This class is for:

- Executives who are responsible for digital transformation Initiatives
- L&D, IT, OD, CM, and Process Improvement leaders

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Additional Topics

Get Control! of Google Search

Are you struggling with lost or hard-to-find information? Individuals, teams, and entire organizations often need help finding relevant information. Unfortunately, lost info can lead to missed deadlines or – even worse – poor decisions. *Get Control!* of Search introduces participants to effective, easy-to-use techniques that allow them to rapidly retrieve the exact digital information they need to get things.

OneDrive Power Tips

Do you find OneDrive a bit confusing or frustrating to operate? Have you struggled to use the OneDrive App or Browser versions? This class sheds light on the incredible hidden features and settings within OneDrive. If you think about it, we store essential documents, files, and information in OneDrive. This call will help you navigate, manage, and organize OneDrive so that you can get more done and have more fun at work.

Get Control! of Word

Are you looking for a fast, fun class to boost your Microsoft Word skills? This class uses a fun scenario and a practice document that participants take from worst to first. Discover surprising new ways to create documents that engage, compel, and delight your readers.

Get Control! of SharePoint

Are you having trouble organizing a SharePoint site? Are you interested in learning how to create, organize, and host a SharePoint Team Site? Learn how to manage, move, copy, and edit documents in OneDrive and SharePoint. Design a SharePoint Team site that is attractive, organized, easy to navigate, and packed with helpful SharePoint Pages and Apps. Learn how to create SharePoint calendars, tasks, planners, and more. Explore metadata tagging, search, and file organization strategies.

Most importantly, learn three incredible ways to maximize traffic to your new SharePoint site.

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Get Control of Gmail, G-Drive, Google Docs, and G-Calendar

Do you feel overwhelmed by your Gmail inbox? Are you constantly searching for important emails? Do you wish you could be more productive with your email? If so, the Get Control of Gmail and the Google Suite class is for you! In this class, you'll learn how to:

- Organize your Gmail inbox with labels and filters

- Automate your email with rules and scripts

- Use Google Drive and Google Docs to collaborate with others

- Master Google search to find the information you need quickly

- And much more!

The class is taught by Mike Song, a bestselling business author and expert on productivity. Mike will make learning fun and engaging, and you can apply what you learn immediately to your email.

Here are some of the benefits of taking this class:

- You'll learn how to use Gmail more efficiently to spend less time in your inbox and more time on the things that matter.

- You'll learn to collaborate more effectively using Google Drive and Google Docs.

- You'll learn to master Google search to quickly find the information you need.

- You'll be part of a supportive community of learners working to improve their productivity.

The class is a learn-by-doing workshop, so you can bring your computer and try the tips and techniques in real time. This ensures you can immediately adopt and use what you learn to improve your productivity.

Sign up today and take control of your Gmail and the Google Suite!