

## **Outlook: Effective Time Management - For Non-Profits**

In this 3 hour course users will see how they can utilize Outlook's many features to better organize their schedule and save valuable time each day.

This offer is open to all valid 501(c)(3) organizations. One student per organization per month is eligible to enroll. This offer is on a first come first served basis and a seat in each class is not guaranteed since enrollment fills up quickly. [Click here](#) for more details.

### **Upcoming Classes**

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.