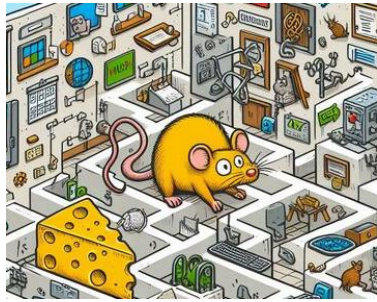


Microsoft Moved My Cheese! (Google Did Too!)

You may have seen the many changes that Microsoft and Google has been making to a



number of their most popular software tools, especially Microsoft Outlook and Gmail. Not only has the onboard “local client” (formerly Outlook 2016/2019) changed the home screen and some of the key features, but now there is also “Web Outlook” and “New Outlook”, and Gmail keeps changes settings and features. How do you find your stuff, keep your productivity, and just keep your head from spinning with all these recent changes?

That’s where **Randy Dean, MBA: The E-mail Sanity Expert**® comes in – in this session, he’ll help show you where both Microsoft and Google moved your cheese, and get you back to focused productivity as well as show some of the cool newer tools available in Outlook, Gmail and possibly some of the other 365 and/or Google Workspace tools. Hopefully now you can find that cheese!



Please Note: depending on number of attendees, I could possibly do one session specifically for Microsoft Outlook/365 users and another session specifically for Gmail/Google Workspace users. The concept of each session would be the same -- how to take best advantage of these tools to be more productive while also being fully aware of the many recent changes in each platform.

Remember, I do something sort of unique in my sessions -- it isn't just a straight PowerPoint deck -- I actually open up live working versions of the software – Outlook, Gmail, and others -- and do live demos. By nature, this usually creates a significant amount of audience interest, participation, and Q&A, which I actively encourage.

Key Learning Points:

- Learn how to use new features in the Microsoft Outlook Local Client and New/Web Outlook versions for enhanced productivity
- Set up your screens and views for easier information access and efficiency when doing common activities in Outlook, Gmail, and enhanced tools in each suite
- Automate some of your outgoing messages using advanced techniques in your signatures, templates, and more
- Start and work your day more intelligently and with less distraction by setting up your software and browser to help you maintain focus on your most important items

Draft Program Content Coverage

Please Note: Every group is different according to what my upfront polling in the room shows people are using and their related Q&A

Note also that the way I present this program has **very little PowerPoint**, with about 90% of the program taking place in the actual programs being featured ("Old" Outlook [Local Client version], "New" Outlook, Web Outlook, Gmail and Google Workspace, and 365 tools if time is available.

Here is the draft outline:

Old Outlook — New format of Home Screen including use of new "Peeks"

Dual screens -- showing Calendar, Task, E-mail and 3rd party tools on second monitors to create productivity "cockpit"

Waffle -- finding and using more tools/apps in both Microsoft and Google

New Outlook special views, including the new My Day button

Waffle to launch other 365 tools

Web Outlook — similar to New Outlook, but with a couple important/useful differences

Showing why/how To Do launches when Tasks are selected in New/Web Outlook, and how

Microsoft To Do is organized for better task/project management

Same for Google Tasks if a mixed session

Taming the E-mail Beast decision matrix -- covered quickly

Convert e-mails to task, calendar, and contact items in Outlook and Gmail — including attachments

Setting up Multiple Signatures as automated templates

Categories! Setting up labels in Outlook for easier filing, organization, and search

Explaining the difference between folders and labels in Gmail (and how they are the same!)

Setting up Rules and Filters to automate — my favorites— highlight most important/auto-label/auto-delete

A Dive into Settings in Email, Calendar, Tasks, and More -- extra features

Setting up Your Outlook and Chrome Browser to Start up in Calendar (NOT E-mail!)

Calendar — different views including schedule view

Deeper look into To Do and Google Tasks

My Day view in To Do/Full page Task View in Google Calendar

Planned (any with due date)

Tasks (all) grouped by category

Web Outlook Calendar — OneNote feed — web only

How to find, launch and use other 365 and/or Google Workspace apps and tools within Windows, Chrome, and more

Sharing documents and notes in OneDrive, Google Drive, OneNote, and Google Keep for better collaboration

And, at the end of the session, I'll provide the attendees both a copy of my new e-book on Taming the E-mail Beast as well as my YouTube Channel Guide