

**PERSONAL INFORMATION MANAGEMENT: Sharpen Your Outlook Skills to Keep up With All That You Do**

**Featuring:** Bob Hendricks  
Training Manager, Applications  
New Horizons Computer Learning Center



*“Order ... with regard to places for things, papers, etc., I found extremely [sic] difficult to acquire.”*  
Benjamin Franklin, from his 1790 autobiography

More than 200 years later, order continues to be an elusive goal—especially as this relates to the information that impacts us in our daily lives. Personal information management is the practice of activities people perform to acquire, organize, maintain, retrieve, use and control the distribution of information items such as documents (paper-based and digital), web pages and e-mail messages for everyday use to complete tasks and to fulfill their various roles as parent, employee, friend, member of community, etc.

Join us for a look at Outlook 2007 and learn how it can help users better manage their time and information, connect across boundaries and help remain safe and in control. Get up to speed on the latest benefits of Outlook 2007 and learn some of the tips and tricks that will help simplify your everyday life.

**Join us for lunch at HMWC CPAs & Business Advisors**

<b>Date:</b> Wednesday, Dec. 2	<b>Cost:</b> \$20/members; \$25/nonmembers
<b>Time:</b> 11:45 a.m./registration; 12 p.m./lunch; 12:30 p.m./presentation	<b>Reservation Deadline:</b> Nov. 27
<b>Location:</b> HMWC CPAs & Business Advisors; 17501 E. 17 <sup>th</sup> St., Ste. 100; Tustin	<b>Cancellation Policy:</b> 3 business days prior to event
	<b>CPE:</b> 1 hour
	<b>Level:</b> Update <b>Prerequisites/Adv. Prep:</b> None

### CalCPA OC/LB Chapter Administration Group Meeting

Wednesday, Dec. 2

**RSVP:** online at [www.calcpa.org/oclb](http://www.calcpa.org/oclb); mail this form, with your coupon or check to, Nancy Wilson; OC/LB Program Associate; CalCPA; 330 N. Brand Blvd., Suite 710; Glendale, CA 91203; fax to: (714) 545-6778; phone (714) 545-6717; or e-mail [nancy.wilson@calcpa.org](mailto:nancy.wilson@calcpa.org).

Member ID No. \_\_\_\_\_ CPA License No. \_\_\_\_\_  Nonmember  
(required for member discount)

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