

# Be More Efficient with [www.gamonnet.com](http://www.gamonnet.com)

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## Quote of the day:

"I do not define time . . . as being well known to all."

– Isaac Newton cited by James Gleick

## My Role: Skills Developer

### To help you:

- increase your efficiency and effectiveness
- reduce email overload
- use the potential of Outlook to manage your time, priorities and projects
- improve your work methods
- increase your quality of life and achieve better personal-professional balance



Tel.: **514.880.8483** (Canada)  
Tel.: **06.32.96.16.89** (France)  
Web site: [www.gamonnet.com](http://www.gamonnet.com)  
Email: [francois@gamonnet.com](mailto:francois@gamonnet.com)



# Efficient, Motivating and Profitable Training Programs

## Individual and Group Efficiency series

- **Get the most out of your time with the Gamonnet Method**
- Organize more productive and dynamic meetings
- Write better and faster with this efficient writing method and Word
- Set and achieve three types of professional goals: efficiency, effectiveness and competency

## Be More Efficient with Outlook (Microsoft) series

- Discover the potential of Outlook to manage your time, projects, email, contacts and note-taking
- Manage your time and priorities with Outlook
- Manage your email overload with Outlook
- Manage your projects with Outlook
- Manage your client relations with Outlook
- Discover the potential of Lync, SharePoint, Yammer and Office 365

## Be More Efficient with Notes (IBM) series

- Manage your time and priorities with Notes
- Manage your email overload with Notes

## Be More Efficient with Google Enterprise (Google) series

- Manage your time and priorities with Google Agenda
- Manage your email overload with Gmail

## Be More Efficient with Mind Mapping series

- Discover the potential of Mind Mapping to generate ideas, organize and visualize information (mapping), plan projects, meetings, events, etc.
- Master the functionalities of MindManager to generate ideas, create visual maps, preplan projects, and synchronize with Microsoft Office

## Personalized Training

1 month before training

### Preparation

- Specification of mission (client)
- Analysis of training needs (client)
- Preparatory file (participants)
- Pre-training self diagnosis (participants)
- Individual expectations (participants)

On training day

### Workshop

- Individual and team exercises
- Best practices
- Training expert
- Information sheets

1 to 3 months after training

### Follow-up and Evaluation

- Personalized training plan (participants)
- Follow-up messages: 1 month, 2 months and 3 months after training (participants)
- Post-training self diagnosis (participants)
- Response to individual expectations (participants)
- Changes in behaviour (participants' manager)
- Improvement in operating results (participants' manager)
- Organizational recommendations (client)

Anytime

### Personalized Support

- Individual coaching by email
- Complimentary copy of *Expert Tips* newsletter
- Information sheets and updates that can be downloaded from [www.gamonnet.com](http://www.gamonnet.com)
- Tips through the Blog, Twitter, LinkedIn, Viadeo, Facebook, Google+

An **Expert Tips** page with tricks of the trade, information sheets, tutorials, articles, blogs and the best website, newsletter and social network links to give you insight into:

- the best time, priority, email, project, meeting and Mind Mapping management practices
- the most effective use of collaborative tools: Outlook (Microsoft), Notes (IBM), Google Enterprise (Google), Lync, SharePoint, Yammer, Office 365 (Microsoft), GroupWise (Novell)
- the most useful functionalities: Smartphones, BlackBerry, iPhone, Windows Phone, iPad, tablets, Windows, Android

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