



## One Day Courses

### One Note: Conquer Your Summit Experience

Thursday, Sept 21, 2023

Conquer your Woodard Summit experience (or any conference or event you are attending) by organizing your intentions, strategies, travel arrangements, relationships, and takeaways in one single repository. Leverage the power and accessibility of OneNote to maximize your conference ROI and prepare your post-conference next-actions and priorities before you even leave the event.

Typically, when returning home from an event, most people have disorganized notes, handouts, contacts, relationships, and technology ideas, and they get to their office only to find a plethora of emails, client needs, team needs, and other demands. All the great ideas they had coming out of the show get lost in other priorities or postponed to some future time when they may have capacity.

If you have a pre-set-up container to capture everything during the conference in an organized fashion, then prioritizing and acting on your key takeaways becomes simple, clear, and high value.

Let's get ready for Woodard Summit well in advance so you show up prepared, with a clear mind and a clear plan.

**\*For highest ROI - install OneNote Desktop on your PC and your mobile device prior to class**

Times in Eastern	Segment
10:45 AM-11:00 AM	Instructor Meet and Greet
11:00 AM-12:15 PM	Session 1 Presentation
12:15 PM-12:45 PM	Break
12:45 PM-2:00 PM	Session 2 Presentation and Q&A