ASEW SPINOFF

OCTOBER EDITION

While we have all the tools needed for us to thrive, how do we maintain our productivity?





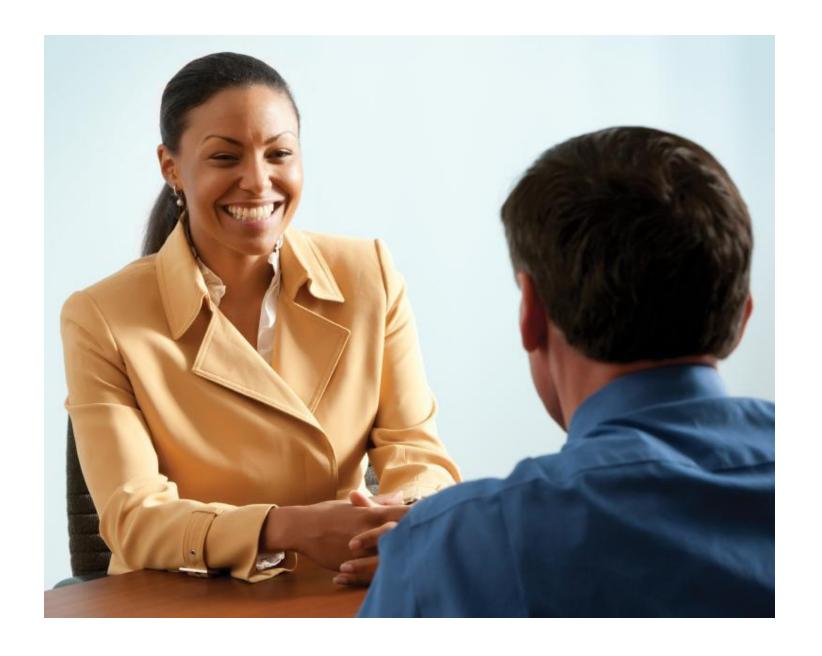
What is productivity?

- Knowing how to use the various Microsoft key functions that help improve efficiency.
- Efficiency- ability to avoid waste of time, effort or resources.



Microsoft Word Tips

Make your work presentable



Sentence Case

• Example:

Hi there, my name is Jane. I am a stress management & growth mindset coach. I empower individuals and professionals to face their fears and move of their comfort zones.

VS

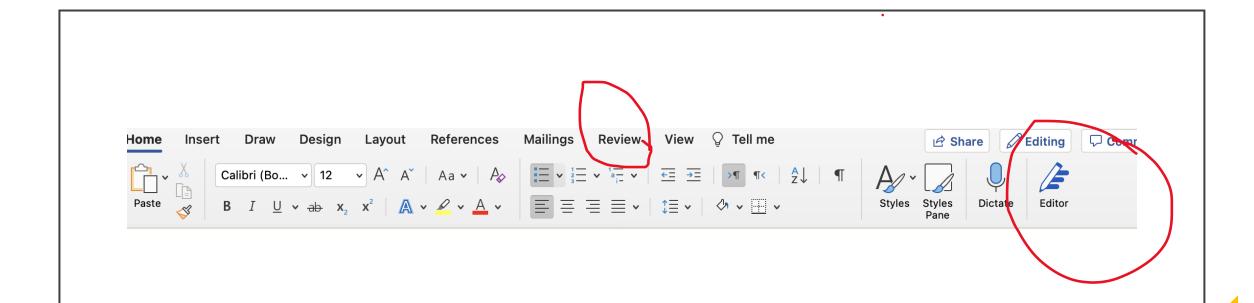
hi there, my name is jane. i am a stress management & growth mindset coach. i empower individuals and professionals to face their fears and move of their comfort zones.

Use of Caps Locks

HI THERE, MY NAME IS JANE. I AM A STRESS
MANAGEMENT & GROWTH MINDSET COACH. I
EMPOWER INDIVIDUALS AND PROFESSIONALS TO
FACE THEIR FEARS AND MOVE OF THEIR COMFORT
ZONES.

VS

Hi there, my name is Jane. I am <u>a stress</u>
<u>management & growth mindset coach</u>. I empower individuals and professionals to face their fears and move of their comfort zones.



Editor function

Insert Link Function

• In a recent publication by xyz company (https://www.linkedin.com/in/jane-njogu-a750b51b0), they stated that their sales margin has gone up compared to 2019 (https://www.instagram.com/jane_njeri_njogu/).

Vs

 In a recent publication by XYZ Company, they stated that their sales had gone up compared to 2019



Simple steps

Brand Building



John Public Valley 2 54321 Public-Village Phone: 01234 5678 Email: Peter@Public.invalid

John Public, Valley 2, 54321 Public-Village

Joana Public Hillside 1 12345 Public-City

September 5, 2016

Dear chairman,

the last general meeting was about one year ago. I want to remind you, that the constitution of our club advises you to make a general meeting every six month. Because of this I expect the executive board to detain such a meeting immediately.

Expecting an invitation

John Public

PS: I hope you accept this as an friendly demand note.

Enclosure: Compendium of the constitution with the general meeting paragraphs.

cc: executive board all members

Thank you

Jane Njogu

Growth & Mindset Coach

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