

## About the Instructors:



**Sheri Keeley** joined the McKinstry team in 2003, bringing six years of experience in sales and marketing for the high-tech industry. During her tenure with McKinstry she has managed multiple mechanical projects, written hundreds of proposals, created numerous best practice and brand documents, and worked with account executives to win hundreds of millions of dollars of work for McKinstry.



**Tamara Butler**, Director of Education, joined MCA of Western Washington (MCAWW) in 2008. As Director of Education, she organizes and manages the multitude of educational programs offered by MCAWW. Tamara is also passionate about volunteer work and actively works with animal rescues, including Zazu's House Parrot Sanctuary and Joplin's Animal Rescue & Sanctuary.

## Who Should Attend

This program is intended for individuals at any level who currently use MS Outlook, and are not optimizing this powerful software to become better organized, own their schedule and dominate their tasks.

### MCAWW Board of Education:

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*MacDonald-Miller Facility Solutions*  
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**MCA of Western Washington**  
is proud to sponsor ongoing  
educational programs and seminars  
for the benefit of our members:

#### Project Manager Certification:

CMPM 1  
CMPM 2  
CMPM 3

#### Technical Training Series:

Intro to HVAC  
HVAC Engineering  
Plunging into Plumbing  
The Last 10%  
Intro to Hydronics & Steam

#### Other Programs:

Mechanical Service Professional (MSP)  
Mechanical Contracting Leadership (MCL)  
Fierce Conversations

#### Sample of Recent, Specialized Seminars:

Fierce Conversations  
Putting a New Lens on Safety  
MCCM Execution  
Introduction to Blueprint Reading  
...And many more!

For more information, please contact  
**Tamara Butler, Director of Education**  
at [tbutler@mcaww.net](mailto:tbutler@mcaww.net)

*MCAWW educational programs are for Western Washington  
Mechanical Contracting Industry Improvement Fund contributors.*

MCAWW Board of Education Mission:

Providing MCAWW Members innovative,  
meaningful learning opportunities

Knowledge ~ Growth ~ Respect



**Mechanical Contractors Association**  
WESTERN WASHINGTON

**MCA of Western Washington**  
1100 Olive Way, Suite 1250, Seattle, WA  
Tel. (206) 442-9029 ~ Fax (206) 442-9364  
[www.mcaww.net](http://www.mcaww.net)

# DOMINATE YOUR DAY

## Using the Tools in Microsoft Outlook®



Course #502-18

May 3 & 9, 2018  
12:00 - 4:00 pm

Sponsored by



**Mechanical Contractors Association**  
WESTERN WASHINGTON

# DOMINATE YOUR DAY

## Description

Do you struggle to keep your calendar and to-do list organized? Does your email pile up at an alarming rate? Have you ever missed a deadline because your post-it note reminder failed to alert you at the right time? Are you under-utilizing all the powerful tools that Microsoft Outlook® has to offer?

*If you answered yes to any of these questions, this seminar will benefit you! In this hands-on class you will receive practical skills to help you master proven techniques for a total time-management solution.*



## Objectives:

1. Change the way you look at preparing for your day, week and beyond.
2. Combine new habits with email tools to efficiently manage your inbox, instead of your inbox managing you.
3. Expertly employ the Microsoft Outlook® task bar to control your projects and action items ensuring you are on time, every time.
4. Redesign your Microsoft Outlook® calendar to maintain focus and organize your commitments.
5. Become a more effective person at work.

**Dates:** May 3 & 9, 2018

**Time:** 12:00 - 4:00 pm (lunch served at 11:30 am)

**Tuition:** \$100

**Location:** MCAWW Training Center,

1100 Olive Way, Suite 1250, Seattle

*Tuition includes class materials and lunch*

**REQUIREMENT:** During this interactive session, you will be practicing the concepts taught by setting up your Outlook® software to Dominate Your Day. Each student must bring their laptop with Microsoft Outlook® installed.



*Dominate Your Day is an independent workshop, developed by MCA of Western Washington, and is neither affiliated with, nor endorsed by the Microsoft Corporation. This is not a Microsoft Certification course.*

## Dominate Your Day Course #502-18 REGISTRATION FORM

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Years in Industry: \_\_\_\_\_

Dietary restrictions? \_\_\_\_\_

Supervisor: \_\_\_\_\_

MS Outlook Version: \_\_\_\_\_

Check here if you require special accommodations under the American with Disabilities Act.

Check here to opt in to the MCAWW E-newsletter and stay current on all upcoming classes and events.

## HOW TO REGISTER:

### Mail completed registration form to:

MCA of Western Washington,  
1100 Olive Way, Suite 1250,  
Seattle, WA 98101

### Or email registration to:

tbutler@mcaww.net

*Payment due once your seat is confirmed*

### Registration Deadline: April 10, 2018

*Class limited to 20 participants  
(number of attendees per firm may be limited)*

MCA of Western Washington occasionally videotapes, records or photographs events for the purpose of responsibly promoting the association and/or attendance at future events. By registering for this event you agree to allow us to use your name and likeness for such purposes.