

Smarter Productivity



Is your mail server **overflowing** because your staff constantly has full inboxes?

Is technology **not helping** your business get things done?

Can no one in your business **ever** find information they need?



Do you **wish** your business could use technology better?

You need to **simplify** your business, not complicate it with more technology. At the Computer Information Agency we understand these needs and that's why we have developed our program of Smarter Productivity.

In most cases your business already has the tools it requires, all it needs to know is how to use these better to **streamline work**. Here of some of the ways we can help:



- **Email**: We'll provide your business with proven techniques to **reduce** the size of your staff's inboxes. We'll show them how to eliminate and process more emails everyday so they can get things done.

- **Searching**: We'll show everyone how to use existing desktop and Internet tools to **greatly enhance** their ability to find the information you need quickly.



- **Applications**: We'll show how to use common software like Outlook, Word and Excel that businesses already have, in a **more effective** and productive way.

- **Networking**: We'll show you how to use the latest tools on the Internet like blogs, social networking and email newsletters to not only improve the visibility of your business but to also **better communicate** with your customers, quickly and easily.

- **Collaboration tools**: We'll show you how to implement free collaboration tools like SharePoint and tools you may already have, like Microsoft OneNote, to quickly and easily capture business information, thereby **adding to the value** of your business.



All this information is delivered by skilled and experienced IT technologists who have extensive experience in helping businesses like yours understand technology because they are also business people. Better yet, because we only use what we teach we know that it will work for your business.



If your business wants to **save time and money**, be more productive and get a jump on your competition then you can't afford to miss this opportunity. We can customize a training and development program to suit the needs of any business.

We pride ourselves on taking the extra steps to ensure that everyone in the business will not only understand but also be able to immediately apply what we teach. All material is also provided with comprehensive manuals and ongoing support. The only way that we succeed is if your business succeeds.



Let us tailor a package that suits you and your business becoming more productive. As a first step, take our offer of a **free initial 1 hour consultation** to discuss your needs. In that time we're confident we can show you how we'll **dramatically lift productivity** and enhance your knowledge of the technology you work with.

What have you got to lose? This initial consultation is completely **free and without obligation**.

For more information or to book your **no obligation** first consultation please contact **Robert Crane directly on 0409 010950** or director@ciaops.com to take advantage of this free offer.



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Computer Information Agency
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