

COURSE AGENDA

Course Title: Work Smarter, Not Harder: Make Your Workflow Efficient

Start & End Date: April 25, 2023, 12:30 – 2:30pm

Site Name, City, State: University of Florida via In-Person and Zoom, Gainesville, FL

Course Type: Accounting and Auditing Technical Business Behavioral

Number of Credit Hours: 2.0

Topic	Subject Area	Time (min)
Work Smarter, Not Harder: Make Your Workflow Efficient	<ul style="list-style-type: none">• Learn tips to become more efficient on the computer• Gain tools to more effectively manage your inbox• Improve workflow in daily tasks• Set up processes for success• Learn effective internet search tips• Computer efficiency tips, virtual desktop, templates, voice typing feature, additional monitor, file naming conventions, and DocuSign• Creating new habits• Using OneNote vs. notebooks• Process: set yourself up for efficiencies• Real life examples• Switch up job duties	120