

Taking
Charge!



COURSE
VIEWBOOK

WHY CHOOSE TAKING CHARGE!?

Taking Charge! is designed to empower single parents and women through education, personal development, and support for their families. If you're looking to build essential life and career skills, prepare for the next step in your career or education, or achieve your Mature Grade 12 diploma, Taking Charge! offers the tools, resources, and encouragement you need. Our subsidized, licensed on-site daycare, Taking Care!, allows you to focus on your goals, knowing that your children are in safe, nurturing hands.

With our continuous intake process, you can start at any time—so reach out as soon as you're ready to begin your journey! At Taking Charge!, you'll find a holistic approach to support, including personal growth programs, counseling, computer training, and more. Our team provides a caring, trauma-informed environment, addressing social, emotional, and intellectual needs to prepare you for the future.

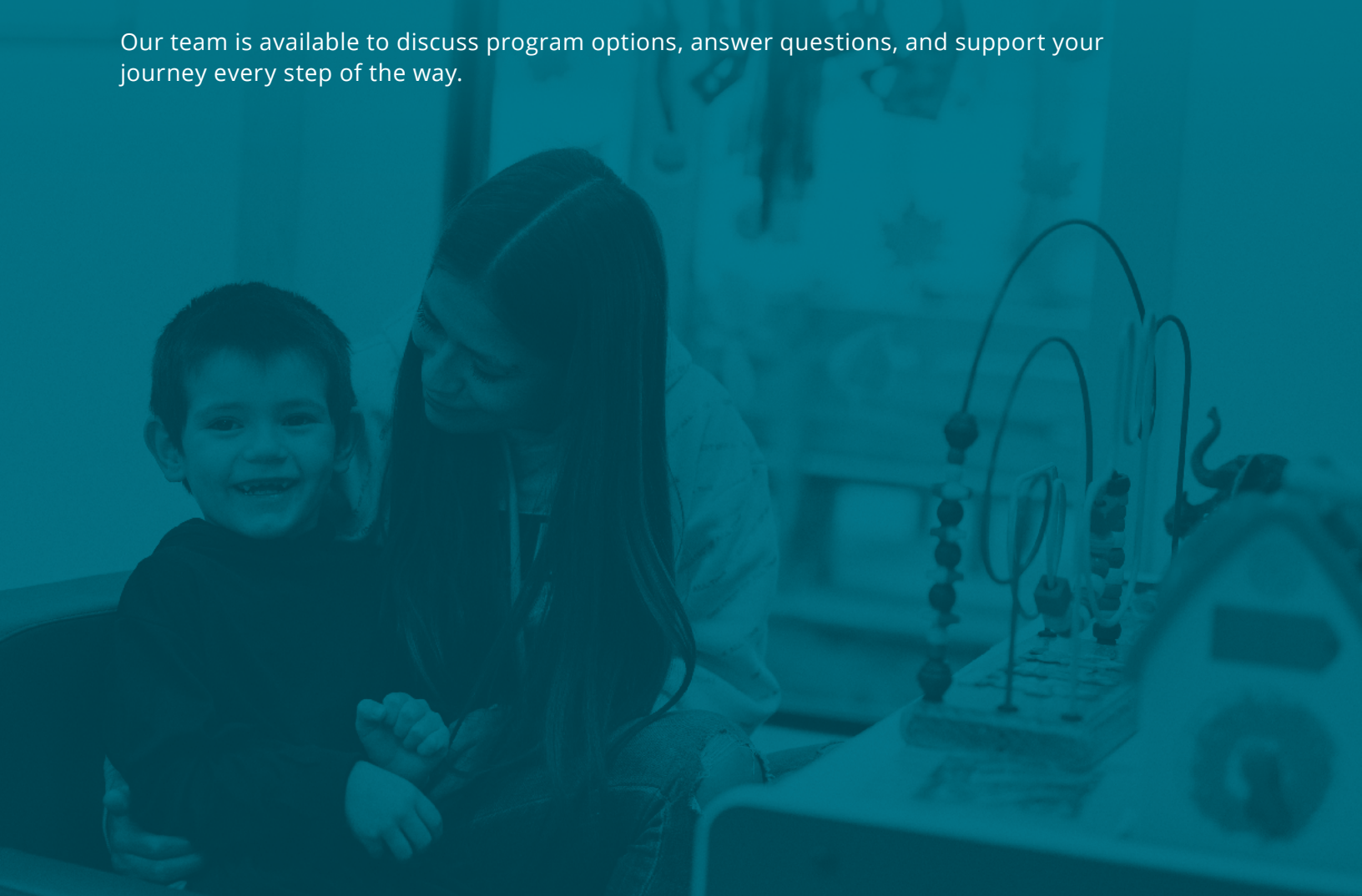
HOW TO REGISTER & GET INVOLVED

If you're ready to begin your journey with Taking Charge!, reach out to our friendly team at:

Phone: 204-925-1100 • **Email:** intake@takingcharge.org

Address: 276 Colony Street, Winnipeg, Manitoba R3C 1W3

Our team is available to discuss program options, answer questions, and support your journey every step of the way.





PERSONAL DEVELOPMENT

Introduction to Self-Awareness

You're about to embark on an exciting journey of self-discovery in this course! You'll focus on self-awareness, explore mindfulness practices, and learn how to embrace change. You'll uncover your strengths, dive into the growth mindset, and discover the power of stepping out of your comfort zone. We'll look into topics like diversity, perspective-taking, and implicit biases, helping you increase your awareness and rediscover your true potential!

What You Will Learn

Topics Include:

- Introduction to mindfulness practices to reduce stress
- Strengths-based approach to change
- Develop techniques to increase self-awareness and manage stress effectively

Healthy Habits and Routines

You'll dive into the world of effective habits and routines in this course, designed to support your personal growth and productivity! You'll explore the science behind how habits are formed and learn powerful techniques to break old habits and establish new ones. Through fun activities like mental rehearsal, schedule planning, and engaging discussions on healthy lifestyles and sleep hygiene, you'll lay the groundwork for sustained change and enhanced well-being. Let's get started on this transformative journey!

What You Will Learn

Topics Include:

- Making a routine chart to use with your child(ren)
- Making a chore chart to use with your child(ren)
- Developing your own daily, weekly, and monthly routine schedule
- Budgeting
- Learn how meal planning can help reduce stress and assist in budgeting
- Explore different resources to aid you in your new healthy habits and routines

Brain Basics

You're in for an intriguing journey in this course, where you'll explore the fundamentals of brain function through the lens of evolutionary psychology! You'll learn how certain brain structures, like the fight/flight/freeze system, have remained largely unchanged since our cavepeople days. Key topics include the autonomic nervous system, the impact of trauma on mental and physical health, and the exciting concept of neuroplasticity, which highlights the brain's incredible ability to learn, change, and grow. Get ready to unlock the mysteries of your mind!

What You Will Learn

- The hand model of the brain
- Principles of neuroplasticity
- The autonomic nervous system and its responses to stress
- How trauma affects the body and mind
- The role of various neurochemicals in brain function and behavior

Emotional Intelligence

Get ready to dive into the world of emotional intelligence in this course! You'll gain valuable tools to understand and manage your emotions effectively. We'll explore the dynamic interplay between thoughts, emotions, and behaviors, and you'll learn strategies to reframe negative self-assessments, challenge those pesky negative thoughts, and separate your identity from them. By the end of this course, you'll be on your way to fostering greater emotional resilience and motivation—let's boost your emotional toolkit together!

What You Will Learn

- The cognitive triangle
- Learn how to recognize emotions through bodily sensations and other cues
- How to silence your inner critic
- Inside Out movie and discussion

Interpersonal Communication

Did you know that studies suggest only 7% of our communication is verbal—just the words we say?

In this exciting course, you'll develop effective communication skills that are essential for building strong interpersonal relationships and fostering understanding. You'll enhance your communication abilities, practice active listening, and learn strategies to advocate for yourself effectively. Plus, we'll explore how your past experiences, personal biases, expectations, roles, and social environments influence communication. Get ready to transform the way you connect with others!

What You Will Learn

- Ways to express yourself clearly and confidently
- I-messages
- The role of empathy
- The importance of both verbal and non-verbal communication in conveying messages
- Active listening skills

Healthy Relationships & Boundaries

You're about to dive into the fascinating world of human connection in this course! We'll explore the complex interplay between identity, societal roles, and interpersonal relationships, highlighting that we don't exist in a vacuum—humans are social animals. You'll learn about conflict management, setting healthy boundaries, and how the perceptions of others can impact your self-image and self-esteem. We'll also unpack manipulation tactics in romantic relationships, discussing behaviors like love-bombing and gaslighting. Get ready to strengthen your understanding of relationships and boost your emotional intelligence!

What You Will Learn

- Who gets to define our identity: the impact of social norms, expectations, and labels
- strategies for managing conflict
- The importance of setting and maintaining healthy personal boundaries in relationships

Building Resilience

Get ready to strengthen your resilience in this empowering course! You'll learn essential strategies to build mental toughness and bounce back from challenges and setbacks. You'll explore and discover your personal values and what gives your life meaning. This course is designed to equip you with practical tools and strategies to enhance your resilience, foster a positive self-image, and sustain your motivation for long-term change. Let's get you ready to face whatever life throws your way with confidence!

What You Will Learn

- Positive self-talk
- Explore the concept of courage
- Advice for your future self

Move Your Body

Join in on low-impact exercise programming, discovering accessible ways to stay active and support your well-being! Each session will offer alternative suggestions for those with accessibility needs, making sure everyone feels included and can engage in their own unique way. Together, we'll promote a positive and supportive environment for all as we move and groove!

What You Will Learn

- How to listen to your body's needs
- How to stretch and exercise in ways that support your body
- Strategies for incorporating movement in your daily life

FAQ

How will we get there?

For our exercise activities we rent a space within walking distance.

What should I wear?

Wear clothes that you feel comfortable moving in.

Consider wearing clothing that is comfortable and allows flexible movement.



Sleep Hygiene

This course explores the importance of a good night's sleep and the health risks of sleep deprivation. You will learn how factors such as environment, daily routines, nutrition, technology use, and stress affect sleep quality. The course will provide practical strategies for creating healthy bedtime and morning routines to overcome common barriers to rest.

What You Will Learn

- Habits and routines that support restorative sleep
- How to model healthy sleep hygiene for your children
- Theories behind dreaming

Sexual Health

In this engaging workshop, you'll dive into community resources for sexual health needs! You'll gain empathetic communication strategies for discussing important topics like consent, body changes, and sexuality—both for yourself and when talking with your children and teens. You'll enhance your understanding of safe sexual practices, health, and your sexual and medical rights, empowering you to advocate for yourself and others with sensitivity and respect. Let's explore these vital topics together in a supportive environment!

What You Will Learn

- To identify normal signs of child sexual development
- The benefits and risks to various birth control methods
- What services are in our community and how can you access them

Processing Guilt and Shame

In this course you will reflect on your personal relationships with complex emotions, creating a safe space for sharing and understanding. You'll pick up awesome skills for raising kids without instilling shame, helping them develop healthy emotional development. Plus, you'll discover strategies for self-forgiveness, fostering compassion and resilience in yourself!

Letting Go of Anger

Holding on to anger can weigh us down, damage relationships, and keep us from experiencing peace. This course is designed to help you understand the roots of anger and learn healthy ways to release it. Through guided reflection and supportive group discussions, we will explore how anger and trauma are connected and build skills to move past resentment and negative thought patterns.

What You Will Learn

- How to understand the impact of unresolved anger on our health
- How to build self-compassion skills
- How to forgive while maintaining boundaries

Anger Management

This course is designed to help you channel anger in healthy, constructive ways. Through interactive lessons, group discussions, and practical exercises, participants will learn to identify personal triggers, recognize early signs of anger, and develop effective coping strategies to turn to in the moment (this could be omitted or changed to "use in the moment"). The program explores stress management techniques and communication skills that foster healthier relationships at home, at work, and in the community.

What You Will Learn

- Skills to manage anger safely
- How to identify early warning signs of anger
- Proactive coping strategies



Getting Out of Your Own Way

Develop essential goal-setting skills while uncovering the foundational needs that support your personal growth. You'll learn how to challenge those pesky limiting beliefs that might be holding you back and spot patterns of self-sabotage. With a focus on creating a supportive atmosphere, you'll be encouraged to reflect on yourself and build resilience to achieve your dreams!

What You Will Learn

- How to set achievable goals
- Skills to keep yourself on the path you want to follow
- How to challenge self doubt

Your Rights in the Workplace

In this course, you will gain a clear understanding of your rights in the workplace, helping you feel empowered and secure. You'll discover valuable resources to support you and learn fun, practical strategies for staying safe on the job. Plus, you'll dive into why mental and physical health are essential for a happy and balanced work life.

What You Will Learn

- What rights you have as an employee
- How to limit risks in the workplace
- What to do if you are injured or at risk at work

FAQ

Will this help me understand vicarious trauma and mental health in the workplace?

Yes! For a workplace to be safe, it needs to be safe both physically and mentally. We will discuss how to navigate challenging workplaces, handle conflict, and how to make sure you are taking care of yourself.

Internet Safety

In this session, you will boost your media literacy skills, learning how to critically assess internet claims like a pro! You'll discover how to create a positive online presence while focusing on privacy and mental health. Plus, you'll pick up safe practices for navigating social media and strategies to protect your kids online, helping to foster a secure and fun online environment for the whole family!

What You Will Learn

- How to talk to children about internet safety
- Strategies to help protect your information online
- The pros and cons of social media

Circle of Security

Are you ready to transform your parenting journey and deepen your bond with your child? In this engaging module, we'll explore the Circle of Security—an exciting attachment-based program designed to enhance your relationship with your little ones and improve all your connections!

What You Will Learn

- Learn the Circle of Security concept to build stronger emotional connections with children and others.
- Discover how to observe and respond to your children's emotional needs with love and encouragement.
- Understand the importance of "being with" your child during emotional moments to foster sharing and management of feelings.
- Reflect on your parenting journey and learn strategies to create secure, nurturing relationships.
- Gain skills to repair connections with your children when challenges arise.

Challenging Internal Bias

This course examines how unconscious attitudes and assumptions shape our perceptions, decisions, and interactions. You will explore the psychology of implicit bias, learn how internalized beliefs can influence behavior, and develop strategies to recognize and challenge these thought patterns. We will discuss how other people's perceptions of us can affect our lives and how we can safely navigate these situations.

What You Will Learn

- How to acknowledge our own unconscious bias
- How certain biases develop
- Strategies to challenge our own perceptions

Positive Psychology

You will discover the gifts that you already have and will learn how to use them when needed. You will learn how to reframe negative thoughts which will help you in difficult times as well as ways to be kind to yourself such as seeking support from others and self-care. To end the sessions, you will create self-affirmations that you can keep reminding you of the messages you wish to see to assist you on your journey.

What You Will Learn

- What positive psychology is.
- What your strengths are.
- How to reframe your negative thoughts, which will allow you to continue with difficult tasks rather than give up.
- How to be kind to yourself and honour your gifts.

Goals

We discuss long and short-term goals in class and different tools used to keep track of your progress. You'll learn about how your values and habits impact your progress. In class you will write a letter to your future self and at the end of the session, you will create a vision board to take with you to further inspire you on your journey.

What You Will Learn

- About different goal setting tools.
- What you value and wish to achieve.
- What can help you achieve your goals.
- How to create new habits.

Self Care

Discover the Power of Self-Care: A Foundation for Well-being

In today's fast-paced world, prioritizing self-care is essential for maintaining overall well-being and achieving personal success. Through interactive discussions and hands-on activities, this module introduces students to the fundamental principles of self-care, teaching them practical strategies to enhance their mental, emotional, and physical health. This course is designed to help you understand and implement effective self-care strategies that respect the different aspects of self: mind, body, spirit, and emotions. We will also explore the role of self-compassion in fostering healthy self-esteem and overall well-being.

By mastering the art of self-care, students will not only improve their personal well-being but also develop valuable skills for navigating challenges and thriving in all aspects of life.

What You Will Learn

- Self-care basics, healthy and unhealthy coping mechanisms, and the importance of taking care of oneself
- Hobbies, exploring different hobbies as a form of self-care
- Journaling
- Gratitude
- Self Compassion
- Mindfulness
- Create a self-care plan, and emergency self-care kit

Stress and Burnout Management

Stress and burnout management is crucial for maintaining both personal well-being and professional effectiveness.

Learn essential strategies for stress and burnout management to enhance well-being and productivity. This course offers practical tools to recognize stress triggers, implement effective coping techniques, and foster resilience. Discover mindfulness, time management, and self-care practices to create a balanced lifestyle.

Gain insights into preventing burnout through boundary setting, social support, and relaxation. Learn to recognize the difference between stress and burnout, and how to manage your stress and avoid hitting the burnout stage.

Prioritize your mental health and build a foundation for a healthier future.

What You Will Learn

- The difference between stress and burnout
- How to identify stressors
- How to cope with stress prior to reaching the burnout stage
- How to identify signs of burnout

Tree of Life & Tree of Growth

Different cultures hold diverse beliefs about trees, often associating them with spiritual, symbolic, and even practical significance. These beliefs vary widely, from the Tree of Life in various religions, to the world trees of Norse and Mesoamerican mythologies, and the sacred trees revered in specific cultural practices.

This course was specifically created due to a former student having created and donated a “Tree of Growth”.

For her, the tree of growth represented healing, growing, and moving forward. The student created and painted a tree, which was donated to Taking Charge with the vision of having future participants attending the class and continuing to help grow the tree of growth.

We will discuss the different beliefs that different cultures hold for trees, as well as the donor’s own Indigenous beliefs, including those related to land defenders. As a group, we will discuss what healing and growth mean to each individual.

In the end, each participant is asked to write what growth means to them on a leaf and add to our growing tree for future participants. Join us in inspiring each other to continue growing and healing.



CAREER EXPLORATION

Post Secondary School Tours

You will join tours of different Winnipeg Post-Secondary institutions and will have an opportunity to speak with instructors in your fields of interest and be introduced to various academic, cultural, and mental health resources, emphasizing how you can seek support during your post-secondary experience.

What You Will Learn

- How to navigate the school
- Where to access available supports through the school
- What is needed if you wanted to apply

FAQ

Will the tour be specific to my career interests?

Yes! If you know what path you want to go down, let us know before the tour and we will ensure you get information about the programs you are interested in.

How will we get to the tours?

At this time, Taking Charge! relies on the bus system to get us to most off-site locations. We always try to seek resources within walking distance.

What if I am not comfortable bussing?

Don't worry if you are not familiar with the bus system, you will have a facilitator with you who will plan the route and make sure you get there and back safely.

If you have specific concerns regarding public transport please discuss them with our team and we will navigate how to ensure the tour is accessible to you.

Do I have to pay for my bus fare?

Yes. While you are in programming with Taking Charge!, you will have transportation funds added to your EIA budget which allow for the purchase of a bus pass.

Career Planning Workshop

This session gives participants a clear and simple overview of how to plan for future training and work after graduation. It walks through the essentials of postsecondary planning, including how to explore interests, where to find training, and understand the options available. Participants learn how to compare schools, check admission requirements, and think about the practical factors that can influence education choices. It covers common funding paths, available supports, and useful ways to gather real information about careers. The goal is to help participants build insight that leads to a realistic and confident education plan.

What You Will Learn

- How to research programs and understand certificates, diplomas, and degrees
- How to explore funding choices and what goes into an application
- How to use advising meetings and informal interviews to gather information
- How labour market trends can support smart career planning

Job Search and Networking

Today's job market is different than ever before. Together, we will explore current trends in job searching, discuss the best strategies for applying, and how not to get discouraged. By reading job ads and identifying your own values, you will learn how to find the right job for you. Additionally, we will go over how to successfully network and advertise your skills – in person, and online.

What You Will Learn

- How to read a job ad
- Where to find and apply for jobs
- How to successfully network



Museum Tours

Embark on exciting tours of museums and exhibits, engaging with the displays through lively group discussions that spark personal reflection and diverse interpretations. You'll be encouraged to critically reflect on underrepresented perspectives while sharing your own stories in a safe and respectful space, making each visit a meaningful and enriching experience!

What You Will Learn

- How to navigate a museum
- To think critically about other perspectives
- Opportunities to further your knowledge

FAQ

How will we get to the museum tours?

At this time, Taking Charge! relies on the bus system to get us to most off-site locations. When we are lucky, we are able to find resources within walking distance.



Resume Writing

This course will guide you through the process of creating a professional resume that highlights your strengths and achievements. You will discover how to tailor your resume to specific job opportunities for maximum impact. The course will also cover common mistakes to avoid, and strategies to make your resume stand out in both digital and traditional hiring processes. Focus will be placed on identifying transferrable skills to help even beginners get started.

What You Will Learn

- How to format a resume
- How to cater a resume to a specific job
- How to effectively include non-employment experience

Interview Preparation

This course prepares you to approach job interviews with confidence and clarity. We will practice strategies for answering common and challenging interview questions, highlighting strengths, and communicating effectively. The course will also cover body language, professional etiquette, researching employers, and following up after interviews. Through role-play exercises and feedback, you will gain practical experience and develop the skills to make a strong impression.

What You Will Learn

- How to respond to common interview questions
- What questions interviewers can ask
- How to ask questions during an interview

Myers-Briggs Type Indicator (MBTI)

Myers-Briggs Type Indicator (MBTI) is a self-report questionnaire that categorizes individuals' preferences into one of 16 distinct personality types. MBTI uses these preferences to help people understand their natural inclinations in directing energy, taking in information, making decisions, and approaching the outside world. It helps people to identify their unique gifts and aids in career exploration.

What You Will Learn

- How to enhance the understanding of oneself, motivations, and natural strengths
- How MBTI assists individuals to appreciate people who differ and encourages cooperation with others
- Identify potential career paths that align with your chosen personality type

Volunteer Opportunities

Volunteer with Taking Charge! community partners, helping you to gain valuable experience in a variety of diverse environments! You'll pick opportunities that help you learn transferable skills while being surrounded by a supportive and empowering atmosphere. Plus, you'll meet amazing community leaders and build positive connections with people who share your passion for making a difference!

What You Will Learn

- The role of various organizations
- Healthy communication and problem-solving skills in a work setting
- How to create and maintain professional boundaries



FAQ

Can I pick where I volunteer?

Taking Charge! has relationships with various organizations in the city. If there is a specific organization you are wanting to work with, or certain skills you are trying to learn, let us know.

How will we get there?

At this time, Taking Charge! relies on the bus system to get us to most off-site locations. When we are lucky, we are able to find resources within walking distance.

What if I am not comfortable bussing?

Don't worry if you are not familiar with the bus system, you will have a facilitator with you who will plan the route and make sure you get there and back safely.

If you have specific concerns regarding public transport please discuss them with our staff and we will navigate how to ensure the tour is accessible to you.

Do I have to pay for my bus fare?

Yes, however while you are taking part in full time programming with Taking Charge!, transportation funds will be added to your EIA budget. This will allow you to get yourself a bus pass.

Do I need to bring anything?

For safety, please bring closed toe shoes and wear clothes that you are comfortable getting dirty. If any organizations or opportunities require anything additional it will be clearly communicated beforehand.

ACADEMIC PREPARATION

Post Secondary 101

Get comfortable with the language of trades and university education, so you can say goodbye to any worries about academic jargon. You'll explore exciting education and career paths that match your interests and passions. Plus, you'll learn all about funding opportunities and program costs, making sure you feel confident and supported in planning your educational and financial future.

What You Will Learn

- Terminology used in the trades
- Terminology used by universities
- Skills to evaluate if your program of interest qualifies for funding

Study Tips

You will learn how to take care of yourself while working towards your educational goals as an adult student. We discuss learning styles and strategies to help you do your best in school. We will also discuss how to take notes, read a textbook, and how to create a schedule that works best for you.

What You Will Learn

- How to take notes.
- About learning styles.
- How to read a textbook.
- How to take care of yourself as an adult learner.





Paragraph and Essay Writing

You will learn how to structure a paragraph and an essay. During the second week of class, you will be given the opportunity to type your essay out in the computer lab once your rough draft is completed in class. You will also be given some time in class to read a book of your choice, (available in class or feel free to bring one from home or the library), and will learn how to write a book report.

What You Will Learn

- How to format and write a paragraph
- How to format and write an essay
- To enjoy reading a book of your choice
- How to write a book report
- Proper grammar

Creative Writing

While putting pen to paper you will expand your creativity and confidence. You will begin each class doing some writing using prompts provided to you and then work on projects in the classroom, such as writing a commercial or writing a memoir about a character in a book or on a show you've watched.

What You Will Learn

- What creative writing is
- To have fun writing.
- The structure and steps of creative writing
- The different genres of writing
- Different points of view in writing
- Proper grammar

Math

Explore the exciting world of numbers by learning about place values, rounding, and mastering addition, subtraction, multiplication, and division! This class will set you up for success as you continue your math journey, giving you the confidence to tackle even more challenging concepts ahead. You'll discover how the Order of Operations works, learn to find averages, and explore factors. Get ready to be introduced to the fascinating world of fractions at the end of the module—exciting times ahead!

Building on what you've learned, you'll explore proper and improper fractions and master how to add, subtract, multiply, and divide fractions and mixed numbers—making you a fraction whiz in no time!

What You Will Learn

- Math concepts through in-class practice.
- Place values and rounding numbers.
- How to find an average
- What factors are and how to find them
- Order of Operations
- Understand fractions—how to identify, simplify, and perform operations (add, subtract, multiply, and divide) with same and different denominators
- Understand mixed numbers and how to add, subtract, multiply, and divide them

FAQ

I am not good at math! I feel uncomfortable thinking about taking this class. What should I do?

You will gain confidence in class as we work together on math problems. All levels are combined, and you can work at your own pace, so you'll always have the support you need. We learn in a variety of ways, including watching videos and practicing what we've learned both individually and as a group. We work together, and if you ever need extra help, it's always available. You've got this!

Will I need this in the future? Why spend this time learning what fractions are?

Learning fractions is useful because they're all around us in everyday life. If you've ever shared a pizza with a friend, divided a recipe, or measured ingredients, you've already encountered fractions! Understanding them will help you make sense of portions, comparisons, and even more advanced math concepts later on. In this class, you'll learn step by step how fractions work, and how to use them with confidence in real-life situations.







BASIC COMPUTER SKILLS

Introduction to Word

Get to know the basics of Microsoft Word in this course! You'll learn how to save and open document files, use editing and formatting tools, create bullet points and numbered lists, and even make tables. By the end, you'll feel confident navigating Word like a pro!

What You Will Learn

- Save and open document files in Microsoft Word.
- Editing and formatting tools, including text adjustments and document layout.
- Bullets and numbering, and creating tables to organize content.

Advanced Word

Take your Microsoft Word skills to the next level in the Advanced Word course. You'll explore additional formatting techniques, learn how to create styles, and discover how to make a table of contents. Plus, you'll master the art of operating a mail merge, making your documents more professional and polished than ever!

What You Will Learn

- Advanced formatting techniques to enhance document presentation.
- How to create and use styles for consistent text formatting.
- How to create a table of contents and operate a mail merge for efficient document management.

Intro to Excel

Dive into the world of spreadsheets in the Introduction to Excel course! You'll learn the basics of spreadsheet design, from entering data to formatting your spreadsheets for clarity. Plus, you'll discover how to create formulas to perform calculations, giving you the skills to manage and analyze data like a pro!

What You Will Learn

- How to enter and organize data in a spreadsheet.
- Format spreadsheets to improve readability and presentation.
- Create and use formulas for basic calculations and data analysis.

Advanced Excel

Elevate your Excel game in the Advanced Excel course! You'll explore advanced spreadsheet concepts like creating eye-catching pie charts and powerful pivot tables. Plus, you'll learn how to analyze data and utilize advanced functions and formulas, turning you into an Excel whiz ready to tackle any data challenge!

What You Will Learn

- How to create pie charts and visually represent data.
- Use pivot tables to summarize and analyze large datasets.
- Advanced functions and formulas for in-depth data analysis and automation.

Intro to PowerPoint

Unleash your creativity in the Intro to PowerPoint course! You'll learn the essential functions to craft eye-catching presentations, from setting up slideshow themes to editing text boxes, images, SmartArt, and charts. You'll even get hands-on experience building your own slideshow and adding fun slide transitions and animations to make your presentation stand out!

What You Will Learn

- How to set up slideshow themes and edit text boxes for a professional presentation.
- Insert and edit images, SmartArt, and charts to enhance slides.
- Add slide transitions and animations to make the presentation more engaging

Intro to Outlook

Get the inside scoop on using the Outlook Application in this course! You'll learn how to create contacts, manage and organize your emails using rules and folders, and master the calendar feature. Plus, you'll discover how to create tasks to keep you on track and organized, making your email and scheduling a breeze!

What You Will Learn

- How to create and manage contacts for efficient communication.
- Organize and manage email using rules and folders for better inbox control.
- Use the calendar feature to schedule appointments and creating tasks for task management.



Taking Charge!

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