



## New Work Resolutions

Just as we set New Year's resolutions, it's also a great idea to set new work resolutions: things that you want to achieve in the next twelve calendar months.

These could range from small (get my desk clean) to large (propose and head up a large company-wide initiative). Whatever the size, the intention is the same: set a goal to get something done that I've wanted to for a long time.

Some tips for setting your new work resolutions:

>> **Set SMART goals:** Specific, Measurable, Actionable, Relevant, and Timely. Can you realistically achieve your goal? Is it actually relevant to the work you already do, or are you trying to leap into something out of left field? While new energy in the new year is great, make sure you keep your head out of the clouds.

>> **Prepare to do the work.** It's one thing to state your goal - it's an entirely different thing to go forth with a plan of action. Many times within organizations, it's not the people with the great ideas that are recognized - it's the people who bring those ideas to reality. Line up your resources, whether it be a budget, company mentors, or buy-in from team members.

>> **Go forth with confidence.** If you don't have full confidence in your plan and your steps to reach your goal, how will you convince anyone else that you can lead them to success?

>> **Schedule progress reports.** No matter how many people become involved in helping you reach your specific goals, it's great to establish your timeline to completion and schedule check-ins or progress reports with yourself. How will you

guage project success? Many times, the enthusiasm for a goal wanes as the year progresses. Schedule some time with yourself before you lose momentum.

>> **Reward yourself.** Sometimes, a carrot is needed to push you through the tough times when things don't go as planned. What is your reason for setting the goal in the first place? More responsibility? Recognition? Personal satisfaction? Is it valued by your senior management? Make sure you're watching out for these intangible goals or else you might miss them. Additionally, schedule a little reward doing something outside of work that you love — it will help recharge you for your next goal.

Let us know how we can help you reach your goals:  
Lexington 859.271.0296  
Louisville 502.429.6444  
[www.executrainky.com](http://www.executrainky.com)



## Spotlight: Web-Delivered Training

Web delivery allows for training to be accessed remotely online by employees spread out in different geographical areas. This approach allows for a cost-effective way to ensure consistency in training curriculum without bringing everyone into a single location. Training can be broken into segments, typically lasting 1 hour. Participants are notified via email with login instructions, and all sessions can be recorded and re-watched for up to one year through Microsoft Live Meeting.

If you are looking for a flexible training approach that is effective in delivery and cost, ask us more about our web-delivered training solutions.

## Implementation Experts

Chances are, you've experienced first-hand the disastrous transition of upgrading or changing technology within a company. What if there was a way to reduce the stress from your IT, HR, and management teams and also help employees feel supported by company efforts?

ExecuTrain has over 10 years of experience in providing implementation programs and support for dozens of companies making a technology shift. Quicker adoption of technology, fewer delays and better support -- what more could you ask for?

*Before your next technology implementation, speak to our implementation team.*



## ExecuTrain of Kentucky Blog

Have you stopped by our blog lately? We keep it updated with great news, tips and tricks!

Here are some recent favorites:

- How to use HR: Knowledge is not enough
- Do you know how to Prezi?
- The demise of solution selling (not Solution Selling®)

Subscribe for updates at [www.executrainky.com/blog](http://www.executrainky.com/blog).

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## ExecuTrain Class Schedule

### << ET Express - Migrating Courses (90-minute sessions)

Access 2007, Excel 2007, Office 2007, Outlook 2007, PowerPoint 2007, Windows Vista and Word 2007

	January	February	March
Lexington	11	10	23
Louisville	5	16	29

### << 2010 Transition - Transitioning from Office 2003 to 2010 (1 day)

	January	February	March
Lexington	25	24	9
Louisville	20	29	15

	January		February		March	
<< Microsoft Windows	Lex	Lou	Lex	Lou	Lex	Lou
Windows 7 Basic	12	26	8	21	12	23

### << Financial

QuickBooks 2011	27	20	8	16	16	23
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### << SharePoint

SharePoint Foundation 2010: Level 1	3-4	16-17	7-8	21-22	8-9	26-27
SharePoint Foundation 2010: Level 2	5-6	18-19	9-10	23-24	15-16	28-29
Microsoft SharePoint Server 2007: Introduction	31	27	13	22	12	21
SharePoint Designer 2007: Basic	26	16	14	23	13	22
SharePoint Designer 2007: Adv.	27	17	15	24	14	23
SharePoint Services 3.0: Basic	11	30	28	20	28	19
SharePoint Services 3.0: Adv.	12	31	29	21	29	20

# Course Schedule

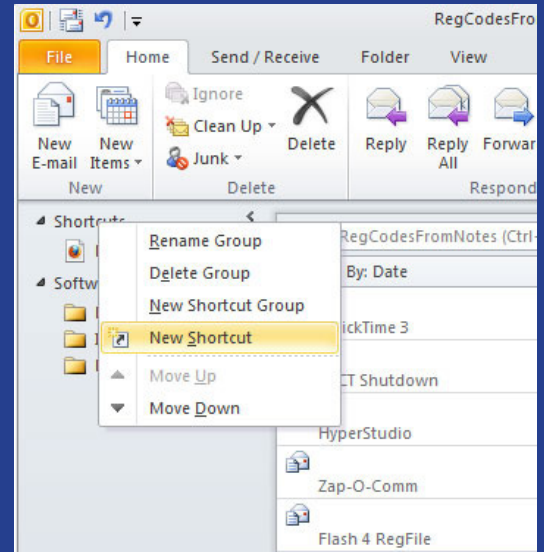
	January		February		March	
	Lex	Lou	Lex	Lou	Lex	Lou
<b>&lt;&lt; Business Skills</b>						
Adv. Interpersonal Comm.	25	3	14	23	13	22
Business Problem Solving	10	16	16	14	15	13
Business Writing	9	4	21	29	20	28
Change Management	4	30	17	20	16	19
Conflict Management	18	9	23	15	22	14
Customer Relationship Mgmt.	11	3	15	13	14	12
Excellence in Supervision	13	10	20	22	15	22
Frontline Leadership	23	24	22	16	19	21
Motivation	20	23	24	7	21	15
Organizational Skills	18	18	10	28	23	6
Presentation Skills	19	17	13	21	12	20
Project Teams	16	12	7	24	9	30
Strategic Decision Making	25	11	27	17	6	23
Stress Management	10	25	29	27	26	16
Time Management	17	20	7	9	29	26
<b>&lt;&lt; Databases</b>						
Access 2010: Basic	3	13	2	9	2	12
Access 2010: Intermediate	9	20	9	16	9	20
Access 2010: Advanced	16	27	16	23	16	28
Access 2007: Basic	9	5	10	7	6	9
Access 2007: Intermediate	17	12	17	15	14	16
Access 2007: Advanced	25	19	23	22	22	21
Access 2007: Application Dev.	30	25	27	28	30	27
Access 2003: Basic	4	10	7	13	6	12
Access 2003: Intermediate	13	17	14	21	13	20
Access 2003: Advanced	20	24	21	27	20	29
Access 2003: Application Dev.	24	30	28	29	27	30
InfoPath 2007: Creating Forms	26	31	9	23	8	22
SQL: Fund. of Querying	19	17	13	22	12	21
SQL: Advanced Querying	20	18	14	23	13	22
<b>&lt;&lt; Spreadsheets</b>						
Excel 2010: Basic	3	6	7	9	1	8
Excel 2010: Intermediate	9	13	15	20	6	16
Excel 2010: Advanced	16	20	23	27	19	23
Excel 2007: Basic	4	3	3	8	2	7
Excel 2007: Intermediate	11	18	8	16	7	15
Excel 2007: Advanced	18	25	13	23	12	22
Excel 2003: Basic	16	9	9	3	8	1
Excel 2003: Intermediate	23	19	20	14	19	13
Excel 2003: Advanced	30	23	28	22	27	21
<b>&lt;&lt; Graphics</b>						
Acrobat 9 Professional: Basic	10	3	15	28	14	27
Acrobat 9 Professional: Adv.	19	16	16	29	15	28
Acrobat 8 Professional: Basic	26	5	21	9	20	8
Acrobat 8 Professional: Adv.	27	6	22	10	21	9
Illustrator CS5: Basic	3	17	7	15	6	14
Illustrator CS5: Advanced	11	23	14	23	13	22
Illustrator CS4: Basic	9	9	17	8	16	7
Illustrator CS4: Advanced	20	10	23	16	22	15
InDesign CS5: Basic	13	16	2	14	1	13

	January		February		March	
	Lex	Lou	Lex	Lou	Lex	Lou
<b>&lt;&lt; Graphics cont...</b>						
InDesign CS5: Advanced	18	20	13	22	12	21
InDesign CS4: Basic	16	5	8	7	7	6
InDesign CS4: Advanced	23	13	24	27	23	26
Photoshop CS5: Basic	5	24	3	13	2	12
Photoshop CS5: Advanced	17	25	9	20	8	19
Photoshop CS4: Basic	6	4	10	9	9	20
Photoshop CS4: Advanced	25	30	16	21	15	21
PowerPoint 2010: Basic	24	11	23	17	22	16
PowerPoint 2010: Advanced	30	18	28	24	29	23
PowerPoint 2007: Basic	3	3	20	3	19	2
PowerPoint 2007: Advanced	10	12	27	10	26	9
PowerPoint 2003: Basic	12	5	7	8	6	7
PowerPoint 2003: Advanced	19	10	17	20	16	19
Publisher 2007	5	13	9	2	8	1
Publisher 2003	13	20	22	15	21	14
Visio 2007 Pro.: Basic	5	23	8	21	7	20
Visio 2007 Pro.: Advanced	12	30	9	22	8	21
Visio 2003 Pro.: Basic	10	12	28	13	29	12
Visio 2003 Pro.: Advanced	24	13	29	14	30	13
<b>&lt;&lt; Word Processing</b>						
Word 2010: Basic	3	6	2	6	6	9
Word 2010: Intermediate	10	16	13	14	14	15
Word 2010: Advanced	17	26	28	22	22	21
Word 2007: Basic	4	9	10	15	9	14
Word 2007: Intermediate	11	17	16	20	15	19
Word 2007: Advanced	18	25	24	27	23	26
Word 2003: Basic	9	13	9	3	8	2
Word 2003: Intermediate	16	20	22	24	21	23
Word 2003: Advanced	23	27	29	28	28	30
<b>&lt;&lt; GroupWare / Mail</b>						
OneNote 2007	31	26	16	21	15	20
Outlook 2010: Basic	9	3	13	2	6	8
Outlook 2010: Intermediate	19	13	23	14	14	23
Outlook 2010: Advanced	25	27	28	21	22	30
Outlook 2007: Basic	4	20	8	3	7	2
Outlook 2007: Intermediate	17	25	15	9	14	8
Outlook 2007: Advanced	19	30	29	21	28	20
Outlook 2003: Basic	20	5	13	7	12	6
Outlook 2003: Intermediate	25	9	24	29	23	29
<b>&lt;&lt; Project Management</b>						
Project 2010: Basic	3	16	7	10	13	8
Project 2010: Advanced	4	17	8	14	14	9
Project 2007: Basic	5	4	14	9	22	29
Project 2007: Advanced	10	25	15	10	23	30
Project 2003: Basic	11	5	23	28	15	20
Project 2003: Advanced	12	6	24	29	21	27
Project Mgmt. Essentials	20	31	21	10	20	9
Project Management Workshop	9-11	23-25	14-16	22-24	21-23	13-15
PMP Certification Prep.	23-27	9-13	20-24	13-17	12-16	19-23
Integrated Project Management using Microsoft Project 2007	17-19	3-5	7-9	14-16	12-14	19-21



## Add Folder Shortcuts in Outlook 2010

Don't forget the original purpose of the Shortcuts menu, which was to give you quick access to Outlook folders. Either right-click on the word Shortcuts in the Navigation pane and click New Shortcut, or go to the Folder tab on the Ribbon and select New Shortcut. A menu appears with a list of all your Outlook folders, and you can select the one you want to add to the list of Shortcuts.



<< To find out more or to register for a class, go to [www.executrainky.com](http://www.executrainky.com).



*The way people learn.*

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<< Web Design	January		February		March	
	Lex	Lou	Lex	Lou	Lex	Lou
HTML 4.01: Level 1	23	16	15	22	14	21
HTML 4.01: Level 2	24	17	16	23	15	22
HTML 4.01: Level 3	25	18	17	24	16	23
Dreamweaver CS5: Basic	5	6	2	9	1	8
Dreamweaver CS5: Advanced	12	10	14	27	13	29
Dreamweaver CS4: Basic	20	18	9	13	8	12
Dreamweaver CS4: Advanced	30	31	29	20	30	19
Flash CS5: Basic	11-12	4-5	16-17	7-8	15-16	6-7
Flash CS5: Advanced	18-19	11-12	23-24	29-1	22-23	28-29
Flash CS4: Basic	16-17	19-20	2-3	13-14	1-2	12-13
Flash CS4: Advanced	23-24	23-24	9-10	21-22	8-9	20-21
FrontPage 2003: Level 1	12	13	14	28	13	27
FrontPage 2003: Level 2	20	16	15	29	14	28
<< Technical						
CompTIA A+ Certification (2009)	16-20	23-27	20-24	13-17	12-16	26-30
CompTIA Network+ Cert. (2009)	9-13	16-20	13-17	20-24	19-23	12-16

<< Technical (cont.)	January		February		March	
	Lex	Lou	Lex	Lou	Lex	Lou
Security+ (A CompTIA Cert)	16-20	9-13	20-24	27-2	26-30	19-23
MOC 5060: Implementing MS Win. SharePoint Services 3.0	3-4	23-24	7-8	2-3	8-9	20-21
MOC 5061: Implementing MS Office SharePoint Server 2007	10-12	25-27	1-3	8-10	12-14	7-9
MOC 10135: Config., Managing & Troubleshooting MS Exchange Server 2010	23-27	9-13	27-2	13-17	19-23	26-30
MOC 6292: Installing & Config. Windows 7 Client	18-20	10-12	28-1	7-9	27-29	12-14
MOC 6236: Implementing & Maintaining MS SQL Server 2008 Reporting Services	24-26	4-6	8-10	28-1	6-8	28-30
MOC 6425: Config. & Troubleshooting Win. Server 2008 Active Directory Domain Services	16-20	23-27	27-2	13-17	19-23	26-30
MOC 6231: Maintaining a MS SQL Server 2008 Database	9-13	16-20	13-17	20-24	19-23	12-16
MOC 6451: Planning, Deploying & Managing MS System Ctr. Config. Manager 2007	16-20	9-13	20-24	13-17	26-30	19-23
MOC 10233: Designing & Deploying Messaging Solutions with MS Exchange Server 2010	23-27	16-20	27-2	20-24	12-16	26-30