



## AS AN ASSISTANT

**REMINDERS AND FOLLOW-UP ARE APART OF YOUR JOB  
WE CAN MAKE THEM EASIER TO MANAGE**

<p style="text-align: center;"><b>ENHANCED ORGANIZATION</b></p> <ul style="list-style-type: none"> <li>❖ One Step Task Management</li> <li>❖ Follows Up Till Task Completion</li> <li>❖ Timely, Future Reminders</li> <li>❖ Easy to Find Information</li> <li>❖ Web-Based Access</li> </ul>	<p style="text-align: center;"><b>REGULAR TASKS</b></p> <p style="text-align: center;"><b>MANAGE TASKS BY PRIORITY, FUTURE START DATES, % COMPLETION, TASK UPDATES FROM THE TEAM AND MORE</b></p> <p style="text-align: center;"><b>FOLLOW-UP WITH...</b></p> <p style="text-align: center;"><b>AUTOMATICALLY FOLLOWS UP WITH TASK ASSIGNEES, INCLUDING YOUR SELF. SENDS REMINDER NOTICES, TASK UPDATE NOTIFICATION AND AUTOMATIC REPORTS</b></p>
<p style="text-align: center;"><b>Share this Valuable Organization Tool with Your Manager and Your Colleagues!</b></p>	<p style="text-align: center;"><b>SCHEDULED REMINDERS</b></p> <p>Meeting Reminders Document Submission Dates Report Submission Deadlines</p>
<p style="text-align: center;"><b>ASSIGN A TASK AND FORGET IT</b></p>	