



AS AN ASSISTANT

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

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