



# Declutter My Digital Life!

*This workshop, designed for experienced Google users, will help you develop a workflow to improve efficiency, cut down on clutter, and get stuff done.*

*Instructor Eric Santos will teach you strategies to prioritize tasks, organize files, manage emails, collect and analyze data, and run efficient meetings.*

*Most of the focus will be on Google Workspace tools such as Drive, Gmail, Calendar, Keep, Tasks, and Chrome.*



***Register today!***

November 30,  
2022  
or January 17, 2023  
2-4 pm | Online