



MEMORY JOGGER

We realize that thinking about your workload can create a lot of static. We hope this list will help clarify how we might help you.

Office Administration

- Proof-reading & editing
- Proposals
- Meeting agendas & minutes
- Database creation & management
- Reporting

Desktop Publishing and e-Publishing

- Newsletters
- Brochures, flyers, rack cards
- Business cards
- Order forms
- Hand-outs, worksheets & workbooks
- Manuals & user guides
- Information sheets & outlines
- PowerPoint presentations
- Certificates
- Charts & graphs
- Proposals & reports
- Cards & postcards
- Menus

Electronic Templates

- Letterhead
- Newsletters & e-newsletters
- Certificates
- Order forms, invoices, quotations
- Worksheets & workbooks
- Product information sheets
- PowerPoint presentations
- Spreadsheets, charts
- Proposals & reports
- Meeting agenda & minutes
- Position descriptions
- Procedures
- Menus
- FAX forms

Online

- Basic websites & maintenance
- E-marketing: list-building & maintenance, auto-responders, templates, content research
- Blog creation & maintenance
- Online directory registrations, plus Facebook, Linked In & Twitter
- Google AdWords set-up
- Event registration & tracking, auto-invoicing
- Temporary hosting when you need to put something online fast

Research

- Prospective customers
- Competition
- Products & services
- Events
- Employees
- Information
- Surveys & assessments

Project Management

- Implementing technology solutions
- Re-locations
- Process documentation & improvement
- Logistics & supply chain
- Business continuity & risk planning

Training Development

- Content research
- Needs assessments
- Workshop activities
- Outlines
- PowerPoint presentations
- Hand-outs, worksheets & workbooks
- Evaluation surveys

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