



## *Anna Read*

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## Biography

Anna Read is an Asana Certified Pro and co-founder of Empowered Assistants Empowering Assistants (EAEA). She currently serves as the Executive Assistant to the CEO of YWCA Central Alabama. The YWCA's mission is to "eliminate racism, empower women, and promote peace, justice, dignity, and freedom for all."

Anna is a lively and informational trainer. She brings enthusiasm and passion as she gives you practical know-how into the tools she trains on. She has worked with non-profits and for-profit companies around the United States to streamline their processes, identify time-wasters, and create solutions for everyday efficiencies. Anna has been working with C-Suite executives for over 9 years. She holds a degree in Communication Management from the University of Alabama at Birmingham. On any given Sunday, you can find her in the garden or hanging out with her husband and their dog, Tuppy Tebow.

## Session: OneNote for All Things EA

Daily Tactical Meetings, Project Management, Credit Card Information, Personal Details, Event Planning, Board Meetings, Employee Onboarding, Office Management and more. Executive Assistants really do it all. In my role as an EA, I've discovered Microsoft's Best Kept Secret – OneNote. OneNote is the perfect one-stop-shop for Executive Assistants.

In this course, I will show you how to set up your daily tactical meetings with your executive, (you'll receive a free template!), how to send all related items from Outlook to OneNote, and how to set reminders and track projects collaboratively.

We'll also go over OneNote's templates and how to use them for 1:1 meetings, Board Meetings, or Planning Meetings. We'll discuss how to send emails, calendar pages and documents directly to OneNote, so you never have to leave the page when in a meeting or presentation. OneNote, when used correctly can be a game-changer. If you use programs like EverNote or Outlook's my tasks feature in Outlook, you'll love what OneNote has to offer.

## Learning Objectives:

What is OneNote?

- OneNote Hierarchy
- Features and Functionality
- Use Cases

How to manage your executive and stay organized with OneNote

- Keep Track with Meetings and Action Items in OneNote
- Automate content with Zapier
- Password Protect Confidential Info
- Scan receipts and documents from your phone camera into expense reports or notebook page pages.
- Link to other documents
- Send emails, calendar, PowerPoint slides, and more to OneNote

Top 10 OneNote Add-ins

to buy this session for personal use or to share with your team

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to make an appointment to speak to us about booking Anna to speak to your team either virtually or in person



This session is worth 1.0 IAAP recertification point.