



Marie Herman

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Biography

When it comes to career and professional development, Marie Herman knows how to take you from where you are, to where you want to be.

As the owner of MRH Enterprises LLC, Marie helps office professionals to advance their careers through certification and education.

Marie, an author, mentor and subject matter expert, holds multiple certifications and can help you become better trained as well.

She turned her more than two decades of experience as an administrative professional and efficiency consultant into a thriving virtual training business. She is a regular contributor to Executive Secretary Magazine and also facilitates Organizational Management cohorts for IAAP.

Marie teaches webinars and seminars on various technology and professional development topics and also provides highly-respected online certification study groups for the Microsoft Office Specialist, Google G Suite, and Certified Administrative Professional certification exams.

Session: Conquer Your Google Calendar

Become more familiar with Google Calendar, a software that allows you to organize your day effortlessly and better oversee your schedule, so that you can clear the chaos when managing your days. This program integrates easily with other programs like Gmail and has been set up to automatically update your schedule by scanning your inbox for travel details to track on the calendar. It allows collaboration with others through Google's sharing and video features.

We'll review how to create recurring events, set up meetings with video, share your calendar with others directly or through webpages and more. Discover what this powerful software can do to help you become more productive as we explore its capabilities, settings, views, and options for customization. Make your calendar easier to read and better suited to your working style. We'll also briefly review some calendar best practices during this hour-long session.

to read Marie's articles for Executive Secretary Magazine

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 Marie to speak to your team either virtually or in person



This session is worth 1.0 IAAP recertification point.