



DIGITAL
EFFICIENCY
FOR ADMINISTRATIVE EXCELLENCE

**TURN
YOUR
TECH
STRESS
INTO
TECH
SUCCESS**

In Partnership With

Get Control![®]
Get More Done



Keeping pace with technological advancements is not just about staying relevant, but about enhancing efficiency and assuming strategic roles within the organization.

Regular training in digital skills promotes adaptability and resilience, making you an indispensable asset in any evolving workplace environment. Our course, Digital Efficiency for Administrative Excellence, is designed to enable executive and administrative assistants to advance their tech skills, enhance their time management practices, and become digital explorers.

WHAT SETS THIS COURSE APART?

Training for Executive + Administrative Assistants

Learning with Mike Song

A digital transformation thought leader and the 6th most-followed time management blogger in the world. Co-author of four bestselling Hamster Revolution books and featured on CNN, FOX, ABC, and NPR.

Tailor-Made Courses

Curriculum curated for the modern administrative professional, combining fun, practicality, and relevance.

Instant TQ* Assessment:

Understand your Technological Quotient with Mike Song's Tech Quotient Assessment Tool.

Consistent Guidance

Benefit from the same expert trainer throughout the course for a consistent teaching style and personalized learning.

Beyond Tips

Transform into a confident 'Digital Explorer' with examples that resonate and improve digital expertise.

Surprises that Impress

Experience 'WOW' moments in a journey to expand your digital expertise.

MEET MIKE SONG

> CEO AND FOUNDER, GET CONTROL!

Bestselling author, digital transformation thought leader, and an expert in time management. Known for his captivating presence and deep knowledge in using technology. Joan Burge chose Mike for his innovative approach and passion for assisting others in mastering essential tech skills.



COURSE
OVERVIEW

Session Overviews + What You Will Learn

Get Control of Email + Outlook

Date: April 9, 2026

Learn a practical system to manage email and Outlook with greater control by streamlining your inbox, automating routine tasks, and confidently handling calendars and scheduling with accuracy and efficiency.

Get Control of AI Copilot and ChatGPT Tips & Tricks

Date: April 16, 2026

Discover how to use Copilot and ChatGPT with greater precision and confidence by crafting stronger prompts, building reusable templates, and integrating AI into daily tasks to make your work faster, smoother, and more accurate.

Get Control of Excel

Date: April 23, 2026

Strengthen your Excel skills with practical tools and functions that help you build clean spreadsheets, analyze data with confidence, and create accurate, time-saving reports that support smarter decision making.

Get Control of Organizing – Tasks, Documents & Emails

Date: April 30, 2026

Create a dependable system for managing tasks, documents, and emails so projects stay on track, information is easy to retrieve, and your daily workflow becomes more structured, efficient, and less stressful.

Get Control of PC and Smartphone Shortcuts

Date: May 7, 2026

Master essential PC and smartphone shortcuts that help you work faster, reduce repetitive tasks, and move seamlessly between desktop and mobile tools to boost daily productivity and efficiency.

Get Control of OneNote

ADD-ON COURSE

Date: May 14, 2026

Learn how to use OneNote as a powerful system for capturing, organizing, and managing information by structuring notebooks effectively, streamlining note-taking, and integrating with Outlook to keep tasks and details clear and accessible.

WHY INVEST IN YOUR ASSISTANT?

Empowering Your Team for Organizational Success

Investing in the 'Digital Efficiency for Administrative Excellence' course for your administrative assistant is not just an investment in their personal development; it's a strategic decision that benefits your leadership, the assistant, and the entire organization.

For the Assistant

Skill Enhancement

Equip your assistant with advanced digital skills, making them more efficient and effective in their role.

Confidence and Morale Boost

Training opportunities demonstrate your trust and commitment to their growth, leading to increased job satisfaction and loyalty.

Adaptability

As they learn to navigate new technologies, assistants become more adaptable, ready to handle future challenges and changes in the workplace.

For the Leader

Increased Productivity

A well-trained assistant means streamlined workflows, better time management, and more efficient handling of tasks.

Strategic Support

Assistants with advanced digital skills can take on more complex tasks, allowing leaders to focus on strategic decision-making.

Enhanced Communication

Improved digital communication skills lead to clearer, more effective exchanges between you and your assistant.



Why Invest In Your Assistant? (continued)



For the Organization

Cultural Transformation

Investing in employee development fosters a culture of continuous learning and innovation.

Operational Efficiency

Skilled assistants contribute to smoother operations, better project management, and reduced errors.

Future-Readiness

As the business landscape evolves, having a team proficient in the latest digital tools ensures your organization stays competitive and agile.

In Conclusion

Investing in your assistant's development through the 'Digital Efficiency for Administrative Excellence' course is a forward-thinking move. It's about building a resilient, skilled team that drives your organization's success in an increasingly digital world.

REGISTRATION + PROCESS

Ready to enhance your digital skills?

Enroll in Digital Efficiency for Administrative Excellence today and stay ahead in the fast-paced world of administration.

Efficient Pass

Includes

- Access to 5 Sessions
- TQ* Assessment
- Handouts
- Files for Hands-on Learning
- Real-world Situations
- Moments with Mike
- 60-Day Access to Recordings
- Certificate of Completion

Efficient+ Pass

Includes

- All features of Efficient Pass
PLUS
- Get Control! of Microsoft OneNote App

[Check website for current pricing.](#)

Each pass is for one individual.

A 10% discount is available for groups of 5 or more.

[Call 1-800-STAR-139 to book your group.](#)

**TQ is Mike's proprietary information. Attendees will complete an assessment before their first class with Mike.*