

# Conference Planner

The Conference Planner is designed to make more efficient use of your time. Instead of making several calls to a client or colleague you're in touch with frequently, you'll create a list of topics to cover with that person when you do talk. This will save you both time.

When you're involved in a project and remember something that you need to tell someone else, stopping the task at hand to call that person isn't a productive use of your time. Quickly jot their name down on the Conference Planner and make a note of what you needed to talk about. When you to call the person, you will have your list of the topics to cover ready at hand.

<b>Name:</b>	<b>Name:</b>
<b>Name:</b>	<b>Name:</b>
<b>Name:</b>	<b>Name:</b>