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Microsoft Corporation
201 Jones Road, 6th Floor
Waltham, MA 02451
www.microsoft.com/newengland

Bonsai West
100 Great Road
Littleton, MA 01460
(978) 486-3556
www.bonsaiwest.com

Register by contacting Andrew MacPherson at v-anmacp@microsoft.com
or by calling 781-487-6605.

P L E A S E J O I N U S



Intro to Bonsai Session:

Bonsai West is located on a 300-year old New England Farm. With over 10,000 trees in stock, ranging from 100+ year old masterpieces to young Bonsai, there is something for everyone; from tropical indoor to temperate and cold-weather trees.



Our "Intro to Bonsai" session will give you all the basics to get started (and we hope, addicted!). We focus on care, learn wiring, potting, pruning, and the basics of Bonsai design.

We work on applying moss, landscape with rocks, and begin to "see" what the art of Bonsai is all about.



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15 Complimentary Hotel Rooms will be provided for out-of-state guests the evening of February 8, 2006. First come, first reserved.

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MICROSOFT CORPORATION

cordially invites you to

PRODUCTIVITY TRAINING: "TAKE BACK YOUR LIFE"

with

McGHEE PRODUCTIVITY SOLUTIONS

McGhee Productivity Solutions' seminar for Executive Administrators will help you focus effectively without being hindered by the non-stop flood of required — but not necessarily urgent — input, decisions and actions. During this session we will:

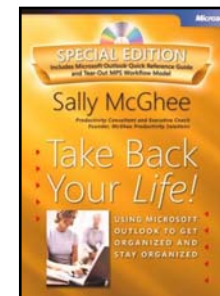
- *Identify key barriers to productivity*
- *Implement an Integrated Management System, through the use of the rich features of Microsoft Office Outlook*
- *Address supporting multiple staff and managing upwards*
- *Create effective boundaries and calendaring*
- *Focus on e-mail overload, e-mail protocol, filing and finding*
- *Discuss finding time to work on your own tasks, dealing with interruptions, and integrating personal and professional priorities*

plus

**"INTRO TO BONSAI" WITH OUR HOST,
MICHAEL LEVIN, OWNER OF BONSAI WEST**

FEBRUARY 9, 2006 ~ 9:00AM - 3:00PM
BONSAI WEST IN LITTLETON, MA

BONUS! *All attendees will receive a signed copy of Sally McGhee's new book "Take Back Your Life!" Special Edition: Using Microsoft Outlook to Get Organized and Stay Organized*



Register Today. Seating is Limited.

Andrew MacPherson at v-anmacp@microsoft.com
or by calling 781-487-6605