

Attachment: Using MS Outlook and a Mobile Phone Calendar

Number of methodological Tool	EUPA_LO_026_M_001
Number of attachment	EUPA_LO_026_M_001_Att1

Simulation

1. A paper-based daily calendar

Today's Work (02/02/2012)	
08:30	Meeting with Mr Smith My Office Estimated duration: 1 hour Reminder: ON
11:00	Attend the sales meeting Hilton Hotel Estimated duration: 3 hours Reminder: ON



20:00	Dinner with the Jefferson family The Ranch Reminder: ON
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