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|  | Wisconsin Department of Public Instruction**CONTINUING EDUCATION ACTIVITY REPORT**PI-2453 (Rev. 09-16) | **INSTRUCTIONS:** Complete and submit annually to your library system validator along with the Annual Summation of Continuing Education Activities, Form PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance at <http://dpi.wi.gov/pld/certification>.  |
|  | I. GENERAL INFORMATION |  |
| Name *Last, First, Middle*      |
| Mailing Address *Street / PO Box, City, State, ZIP*      |
|  | II. CONTINUING EDUCATION ACTIVITY DESCRIPTION |  |
| Title of ProgramOutlook - Tips and Tool to Manage Your Inbox and Calendar |
| Description of ProgramMultiple Winnefox staff shared strategies and tools available in Outlook that can be used to manage email and calendar clutter.• task management and to do lists• setting up rules for email sorting• searching in Outlook• display settings - layout, fields, and viewing• getting to "inbox zero" |
| Relationship of Program to Present Position or Career Advancement      |
| Activity Dates | Location | Number of Contact Hours |
| From *Mo./Day/Yr.*4/30/2024 | To *Mo./Day/Yr.*4/30/2024 | Oshkosh Public Library | Technology *If any*1.50 | Total1.5 |
| Provider *If applicable*Winnefox Library System Staff  |
| Category *Check one, attach written summary if applicable*[ ]  A. Credit Continuing Education *Attach formal documentation from the sponsoring agency.*[x]  B. Noncredit Continuing Education[ ]  C. Self-directed Continuing Education |
|  | III. SIGNATURE |  |
| **I HEREBY CERTIFY** that the information provided is true and correct to the best of my knowledge. |
| Signature of Participant⮚ | Date Signed Mo./Day/Yr. |