



Comprehensive Catalog

Summer 2026

Course Title	Short (<1HR)	Customizable?	On Demand?
Office Productivity and Email Management			
Quick Tips for Classic Outlook Also available for: <ul style="list-style-type: none"> New Outlook/Outlook on the Web 	X		X
Quick Tips for Moving to Outlook Also available for: <ul style="list-style-type: none"> Moving to Gmail Moving to Proton Mail 		X	X
Quick Tips for Email Management	X		X
Outlook Basics - Classic Canvas	X		X
Outlook Basics - Email and Contacts Also available for: <ul style="list-style-type: none"> Gmail and Google Contacts New Outlook/Outlook on the Web 		X	X
Outlook Basics - Calendar and Tasks Also available for: <ul style="list-style-type: none"> Google Calendar and Google Tasks New Outlook/Outlook on the Web and Microsoft To Do 		X	X
Classic Outlook - Overlooked Features	X		X
Classic Outlook - A Crash Course Also available for: <ul style="list-style-type: none"> New Outlook/Outlook on the Web 		X	
Email Management using Outlook Quick Steps	X		X
Email Management using Outlook Rules	X		X
Email Management: Tips and Tricks		X	
Email Basics: Mail Merge	X	X	X
Google Docs – A Crash Course Also available for: <ul style="list-style-type: none"> Microsoft Word 		X	

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Google Keep – A Crash Course		X	
Google Drive – A Crash Course		X	
Google Slides – A Crash Course		X	
Google Meet – A Crash Course		X	
Automation and Workflow Optimization			
Quick Tips for Power Automate	X		
Intro to Automation: Outlook		X	
Intro to Automation: Getting Started		X	
Intro to Automation: Power Automate		X	
Also available for: <ul style="list-style-type: none"> • Zapier • Make 			
Google Forms - A Crash Course		X	X
Google NotebookLM – A Crash Course		X	
Process Mapping using Canva		X	
Also available for: <ul style="list-style-type: none"> • Google Docs • Microsoft Visio 			
Data Analysis and Visualization			
Quick Tips for Excel PivotTables	X		X
Excel Basics - A Crash Course			X
Also Available for: <ul style="list-style-type: none"> • Google Sheets • Canva Sheets 			
Excel Basics – Functions			X
Also Available for: <ul style="list-style-type: none"> • Google Sheets • Canva Sheets 			
Excel Basics - Charts		X	
Excel Basics - PivotTables		X	X

Course Title	Short (<1HR)	Customizable?	On Demand?
Google Looker Studio - A Crash Course			
Also available for:			
<ul style="list-style-type: none"> Power BI Desktop 			
Digital Wellness			
Quick Tips for Digital Wellbeing	X		X
Quick Tips for Digital Privacy	X		X
Quick Tips for Online Safety	X	X	
Tech Reset: Mindful Habits for Healthier Digital Life		X	X
Digital Wellbeing: Balanced Use of Technology		X	
Project and Time Management			
Quick Tips for Time Management	X		X
Time Management Essentials		X	
Priorities and Projects - A Crash Course		X	
Project Management Basics: Network Diagrams	X		
Microsoft Planner - A Crash Course		X	

Other Resources:

- Pitch Templates for Solopreneurs
- Digital Wellbeing for Technologists
- Professional Development Tracker
- Quarterly Achievement Catalog
- Google Workspace Essentials
- Tools to Simplify Your Tech Stack M365
- Mission Critical Workload Log
- SOP Starter Kit
- Delegation Worksheet
- Prioritization Worksheet
- Ideal Day Worksheet
- Time Audit Worksheet

Rainwater Growth

At **Rainwater Growth**, we help busy professionals and leaders of small teams to save money and work more efficiently by helping them to use the features built into the tools they're already paying for. Schedule a call to discuss how we can collaborate.

- **Website:** <https://www.rainwatergrowth.com>
- **Calendar:** <https://shortcut.rainwatergrowth.com/letschat>

You can also join our LinkedIn group, **Workshops and Reading**, and follow the companion page to learn about upcoming free training courses from a variety of vendors.

- **LinkedIn Group:** <https://www.linkedin.com/groups/13269050/>
- **Workshops Page:** <https://www.rainwatergrowth.com/workshops>

View our course catalog or follow our **Eventbrite** page, where you can find out about our upcoming interactive live training classes.

- **Course Catalog:** <https://www.rainwatergrowth.com/courses>
- **Upcoming Classes:** <https://rainwatergrowth.eventbrite.com>

Finally, you can follow us on **Flipboard** or **LinkedIn** to catch-up on the latest tech news and tutorials.

- **Flipboard:** <https://flipboard.com/@RainwaterGrowth>
- **LinkedIn:** <https://www.linkedin.com/company/97470576>

