



Request to attend the Organize 365® Workbox Planning Day

The Organize 365® Workbox Planning Day will be held on _____ virtually. This conference offers 4 hours of learning designed specifically for professionals working to plan their upcoming quarter goals and tasks. I am requesting your approval to attend, as I am confident that it will help me better my skills, become more productive, and allow me to bring back new strategies I can start implementing now.

Here are four key take-aways that I expect from this conference:

1. Building an annual overview of projects and objectives for my department
2. Setting my / my team's quarterly goals
3. Mapping out my plan to achieve these goals
4. Creating routines and checklists to improve productivity

Here is an estimation of the cost for me to attend Organize 365 Workbox Planning Day Conference:

- Conference: \$250.00
 - Includes the Friday Workbox® Business Goal Planner
- Transportation: \$0 Virtual
- Hotel: \$0 Virtual
- Registration Fee: \$0 Included in Conference Fee
- Hours for day of Planning Day – Friday 10:00am-2pm EST
- Total: \$250.00

Thank you for considering this request.

Signed _____

Date _____