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Stock & Option Solutions Hosts SOS Educational Webcast: Documenting the Process: Why You Shouldn't Rely on Memory Alone

Pointers on how to document and why you should start now are stressed

Campbell, California, May 24th, 2016 - Stock & Option Solutions (SOS), a leading provider of stock plan outsourcing, temporary staffing and professional services, today announced their upcoming webcast, "Documenting the Process: Why You Shouldn't Rely on Memory Alone" is scheduled for June 21, 2016 at 11am PT.

"Documentation is something everyone puts off because it just isn't a priority or there are more time sensitive things to do. But what is more important than detailing what you do each day?" says Sorrell Johnson, CEP, of Stock & Option Solutions.

SOS's Sorrell Johnson and Julie Kenia are back together for a very important topic that relates to day-to-day processes. Creating a cheat sheet will help you remember the things you must do and how to do them. This educational webcast will jump into the first steps you should take when beginning to document your processes and where you should store them once they are complete.

"Even the very basic checklist can get you through a busy week," Kenia shares.

For more details on the above webcast, please contact Shawna Casey at scasey@sos-team.com or 408-979-8700.

Stock & Option Solutions, Inc. (SOS) is a leading provider of [stock plan administration](#), management and [equity consulting services](#) for companies offering equity compensation and benefit programs to its employees. Since 1999, hundreds of organizations, from private start-ups to Fortune 500 companies, have relied on [Stock & Option Solutions'](#) expertise for strategic planning, methodologies and skilled resources to build and support the most effective stock administration programs possible. The company offers its services through [Staffing](#), [Outsourcing](#), and [Professional Services](#). For more information about Stock & Option Solutions, please visit <http://www.sos-team.com>.

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