



## WorkingSm@rt<sup>®</sup>

MICROSOFT  
+ Outlook

### Who Should Attend

Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use Microsoft Outlook and are not optimizing this powerful software.

### Format:

- 1 x 4-hours, instructor-led online session
- One-on-one personal coaching session with a skilled facilitator

### What's Included

- **Comprehensive Learning Guide and Resource Manual:** Individual Virtual Learning Guide with training content to refer to, whenever you want.
- **Ongoing support:** WorkingSm@rt Helpdesk, no matter where you work.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

## Take control of your workload and competing priorities

Most people are familiar with the basic functions of personal organiser programmes like Outlook. 'WorkingSm@rt' training transforms software functions by adding practical processes to work productively and effectively.

### This course will help you:

- Create a consistent focus on priorities
- Gain control of your Inbox and email
- Improve your communications
- Manage your time, tasks, and activities
- Use Outlook with a 'business planning' approach.

### Related Training:

- WorkingSm@rt with Microsoft Teams
- WorkingSm@rt with Microsoft OneNote

**Priority Management Training**  
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# Synopsis:

## WorkingSm@rt with Microsoft Outlook



Take control of your workload and competing priorities

- Are you buried in an avalanche of emails?
- Do you feel out of control and overwhelmed at work?
- Do you have thousands of unread emails dragging you down?
- Are you missing deadlines because you can't focus on key tasks?
- Do you have a never-ending to-do list?
- Do you have constant interruptions killing your productivity?

This essential management skills program has been designed to provide you with the knowledge, skills, and competencies to effectively use your tool as your organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information, you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

Priority Management teaches you how to change behaviours and optimise the use of technology to take control of your time, productivity, collaboration and work results.

### Unit 1: Being Productive

This unit will introduce you to the key elements to help you refine your organisational toolkit with an increased understanding of working on those areas that add greatest value and the need to prioritise. You will learn how Lean processes can manage Personal Productivity and measurably meet Objectives.

### Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what's available in the Outlook "toolbox" and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

### Unit 3: Manage Work Effectively

We will show you how to systematically manage your workload so that you can handle large volume where priorities are constantly changing. You will learn how Microsoft Outlook can help you stay in control and how to

seamlessly integrate with other applications such as Microsoft OneNote and Microsoft Teams. You will also learn how to sustainably keep your inbox empty.

### Unit 4: Managing Commitments to Enable a Sense of Achievement

You will learn the importance of the Outlook Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin Priority Management Tra the process that ensures a sense of achievement.

### Unit 5: Manage Information Effectively

We will show you how to structure your knowledge repositories (Storage Folders, Internet Browser, Microsoft OneNote) and be able to retrieve any stored information instantly.

### Unit 6: Manage Working with Others

You will learn how to work with others by mastering delegation and controlling interrupts.

*Priority*<sup>®</sup>

A Better Way To Work

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