

Productivity Links

Priority's Better Ways to Work
unlock productivity in Microsoft 365



Digital Productivity Insight

Instructor-led Courses + Individual Coaching

Bridging
365 Gap
Diagnostic

Prioritise to Work Effectively

WorkingSm@rt with Outlook

Outlook
Course
Webpage

Outlook
Course
Outline

Outlook
Video
Taster

Outlook
Diagnostic

Build Shared Knowledge Libraries

WorkingSm@rt with OneNote

OneNote
Course
Webpage

OneNote
Course
Outline

OneNote
Video
Taster

OneNote
Diagnostic

Collaborate in New Ways

WorkingSm@rt with TEAMS

TEAMS
Course
Webpage

TEAMS
Course
Outline

TEAMS
Video
Taster

TEAMS
Diagnostic

Run Shorter Meetings

WorkingSm@rt in Meetings

Meetings
Course
Webpage

Meetings
Course
Outline

Meetings
Video
Taster

Meetings
Diagnostic

Plan Projects Backwards

Project Planning Breakthroughs

Project
Planning
Course
Webpage

Project
Planning
Course
Outline

Project
Planning
Video
Taster

Project
Diagnostic

Execute Projects on Time

WorkingSm@rt with PLANNER & TEAMS

Project
Execution
Course
Webpage

Project
Execution
Course
Outline

Project
Execution
Video
Taster

Project
Diagnostic

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