Prioritising to Work Effectively

WorkingSm@rt®
MICROSOFT +Outlook

Challenges?

- Difficulty with prioritising
- Making unrealistic promises
- Inbox backlogs
- Difficulty finding emails
- Never ending To Do List
- Not enough time for Objectives
- Other not delivering on time
- Reluctance to say "No, not now"
- Hybrid working

Gain up to 60 minutes/day with more control and less stress

SUMMARY: Self-manage your workflow by applying the best planning & prioritising practices for time and workflow management, with practical help from Outlook. Recognise time-wasting habits to avoid. Priority Management have global experience in helping people to adopt new behaviours to work effectively, with less stress.

WORKLOAD MANAGEMENT: 'WorkSmart' is an internationally-researched, cutting-edge training course. It provides time management and prioritising skills, and turns Microsoft Outlook into a productivity tool, for teams and individuals to manage their high workloads, increase personal productivity and effectiveness to an advanced level. As a result, they can work more effectively with their teams and stakeholders.

COMBINATION COURSE: It is important to stress that this 'WorkSmart' training intervention is not just a Time-Management course nor just an Outlook course – it is a combination of both.

FOCUS: The focus in 'WorkSmart' is on managing and prioritising workloads, inboxes, tasks, communications, delegation, organisation and information management at a team level. Those teams who have taken this course in the past have spoken of great improvements in productivity, team working, completion of projects, workloads, personal stress and work-life balance.

PROCESSES: Practical processes that are quick & easy to apply increase abilities to make faster decisions, monitor performance, manage problems and deliver to specification on schedule. Stress is reduced and work/life balance improved.

BLEND WITH OUTLOOK: 'WorkSmart' blends skills with optimising the use of Microsoft Outlook so that delegates are 'up-and running' during the workshop. The 'WorkSmart' techniques are customised for each delegate by individual follow-up coaching (optional).

Click here to watch a 2-min video taster
Related training: WorkingSm@rt with Microsoft TEAMS & WorkingSm@rt with OneNote

Priority®
A Better Way To Work

Priority Management London Region Office | 12 Wilson Walk London W4 1TP |United Kingdom
T: +44 (0) 208 563 2666 |E: Enquiries@PriorityLondon.com |W: www.prioritylondontraining.com
Programmes developed by Canadian HQ in collaboration with the Priority Management Intl Network of 55 offices
© 2022 Priority Management International Inc.