

PRIORITISE TO WORK EFFECTIVELY

Course Outline

WorkingSm@rt with Microsoft NEW Outlook



OVERVIEW

New Outlook features? Old ones changed? Don't worry—this course has you covered. Learn how to manage your email, calendar, and tasks like a pro across all your devices.

We'll introduce you to the internationally renowned **WorkingSm@rt** planning and prioritising techniques that help you get the most out of Outlook. Take control of your workload and actually get things done—**plus win back an hour a day**. That adds up to **25 extra days a year!**

You'll also learn how to connect Outlook with **Teams, OneNote, and To Do** for a seamless workflow.

Curious about using **CoPilot** as your digital assistant? There's a version for that too—just ask!

LEARN HOW TO OVERCOME THESE CHALLENGES

- ▶ Making unrealistic plans & promises
- ▶ Difficulty with prioritising
- ▶ Multi-tasking
- ▶ Constant distractions
- ▶ No daily plans
- ▶ Inbox backlogs
- ▶ Not enough time for objectives
- ▶ Not delegating enough
- ▶ Reluctance to say “No, not now”

TRAINING THAT CHANGES BEHAVIOURS

1. Prioritise continuously to do the right work at the right time
2. Plan realistically to make the best use of time - including a daily plan
3. Allocate time to objectives to deliver work on time
4. Control Inbox to focus on actions
5. Organise information to find emails quickly
6. Manage expectations & interruptions to control work from others
7. Follow-up to encourage others to deliver reliably
8. Track conversations to remember who agreed what

ACHIEVE
51%
REDUCTION OF
WORK-RELATED STRESS!

PRIORITISE TO WORK EFFECTIVELY

WorkingSm@rt[®]
Microsoft New
+Outlook

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AUDIENCE

Anyone who needs to decide on their daily priorities, and wishes to reduce work-related stress.

PRODUCTIVITY RESULTS (FIGURES TAKEN FROM [MEDTRONIC CASE STUDY](#))

64%

EFFECTIVENESS INCREASE
IN MANAGING EMAILS

60  MIN

SAVED A DAY
BY GETTING YOUR WORKLOAD
UNDER CONTROL

68%

EFFECTIVENESS INCREASE
IN PLANNING & ORGANISATION
SKILLS

INSTRUCTOR-LED FORMAT

- ▶ Online 2 x 2 hours or Face-to-face 4 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ 60min follow-up to tailor the learning

ASK ABOUT SEPARATE COURSES FOR...

- ▶ Microsoft Classic Outlook / with Copilot AI
- ▶ Outlook for Mac / Gmail

DON'T JUST TAKE IT FROM US...



"I am buzzing with ideas from the WORKSMART workshop and am already doing so much differently and am feeling more in control of my workload!"

Charlie Green

[FIND OUT MORE](#) 

