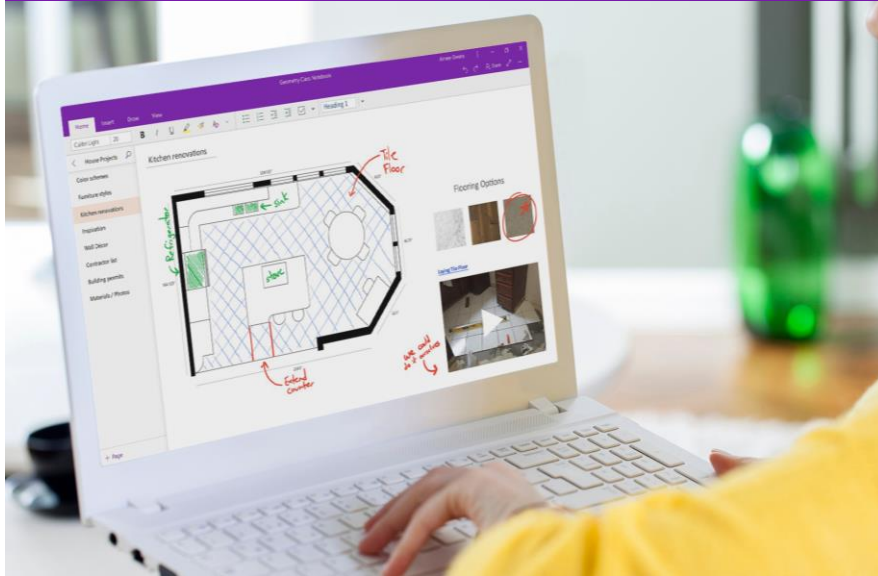# Collecting & Finding Notes

**WorkingSm@rt®**
MICROSOFT
**+OneNote**



## Recognise these?

- Time lost looking for information?
- Information in many different places?
- Cannot find conversations notes?
- Inadequate meeting documents?
- Keep re-inventing same procedures?
- Unsure to use OneNote or SharePoint?

All notes/data/research in one place for conversations, meetings, projects + Sharing with others

## Main Uses - Individual

- *Planning + recording + following-up + recalling conversations & meetings*
- *Linking & organising notes for faster access*
- *Planning, researching & preparing work*
- *Integrating with Mobile Apps & OUTLOOK for prioritising*

## Main Uses - Team

- *Meeting agendas, real-time notes & follow-up*
- *Co-ordinating Project plans*
- *Standard Operating Procedures*
- *Team 1/1's + tracking performance*
- *Integrating with TEAMS for sharing information*

## Online Training Content 4 hours (or 2 x 2 hours) Instructor-led Webshops + Follow-up Coaching:

**Coaching:** Follow-up individual 1 hour coaching to customise and implement the new ways of working

**Takeaways:** Reference Guides

**Survey:** Post-training survey measure results

*WorkingSm@rt training combines BOTH Productivity Training (i.e. **Why** to use) AND Tech Training (**How** to use)*

## International Clients:

*'WorkingSm@rt' programmes are used by many Fortune 500 companies worldwide*

Click here to book an online taster
Related training: *WorkingSm@rt with Outlook* & *WorkingSm@rt with Microsoft TEAMS*