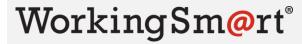
Prioritising to Work Effectively







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

8 Best Practice Behaviours - Benefits

- 1. Prioritising continuously Doing the right work at the right time
- 2. Planning realistically Making best use of your time
- 3. Allocating time to objectives Delivering work on time
- 4. Controlling Inbox Clearing Inbox to focus on actions
- 5. Organising Information Finding emails quickly
- 6. Managing expectations & interruptions Controlling work from others
- 7. Following-up other Others delivering reliably
- 8. Tracking conversations Remembering who agreed what

WorkingSmart International Training Approach



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

