

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

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 here to watch a 2-min video taster](#)

Related training: [WorkingSm@rt with Microsoft TEAMS](#) & [WorkingSm@rt with OneNote](#)