

PRIORITISE TO WORK EFFECTIVELY



Course Outline

WorkingSm@rt Processes for Microsoft Outlook

OVERVIEW

This international course shows how to self-manage successfully and gain an hour a day of productive time = +25 days per year!

Deliver your objectives by applying practical planning & prioritising techniques that will control your days and workflows + see how to optimise Outlook (Windows).

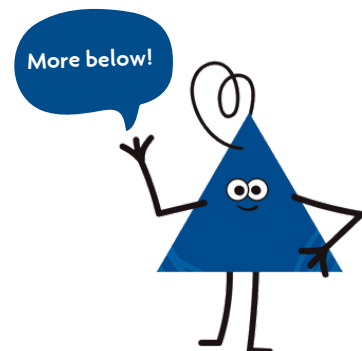
LEARN HOW TO OVERCOME THESE CHALLENGES

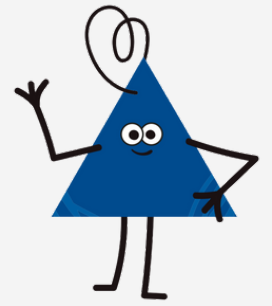
- ▶ Making unrealistic plans & promises
- ▶ Difficulty with prioritising
- ▶ Multi-tasking
- ▶ Constant distractions
- ▶ No daily plans
- ▶ Inbox backlogs
- ▶ Not enough time for objectives
- ▶ Not delegating enough
- ▶ Reluctance to say “No, not now”
- ▶ Hybrid working



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





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MEET THE MASCOT, **OUTLY**
WorkingSm@rt[®]

MICROSOFT
+Outlook

Course Outline

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 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](#) 

