

PRIORITISE TO WORK EFFECTIVELY

Course Outline

WorkingSm@rt with Microsoft Classic Outlook + Copilot



OVERVIEW

Take control of your workload and competing priorities. Most people are familiar with the basic functions of personal organiser programmes like Outlook. 'WorkingSm@rt' training transforms software functions by adding practical processes to work productively and effectively. This course includes additional processes for using Copilot.

WHO SHOULD ATTEND

Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who have Copilot and currently use Microsoft 'Classic' Outlook but are not optimising this powerful software.

This course will help you:

- Create a consistent focus on priorities
- Gain control of your Inbox and email
- Improve your communications
- Manage your time, tasks, follow-ups and activities
- Use Outlook + Copilot with a 'business planning' approach

INSTRUCTOR-LED FORMAT

- ▶ Online 2 x 2.5 hours or Face-to-face 5 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ 60min follow-up to tailor the learning

ASK ABOUT SEPARATE COURSES FOR...

- ▶ Microsoft New Outlook + Copilot
- ▶ Microsoft Classic or New Outlook

WHAT'S INCLUDED

- ▶ Comprehensive Learning Guide and Resource Manual: Individual Virtual Learning Guide plus supplements with training content to refer to, whenever you want.
- ▶ Ongoing support: WorkingSm@rt Helpdesk, no matter where you work.
- ▶ LearningLink: Our monthly productivity e-newsletter to keep you updated.

SYNOPSIS

WorkingSm@rt with Microsoft 'Classic' Outlook + Copilot

TAKE CONTROL OF YOUR WORKLOAD AND COMPETING PRIORITIES

- Are you buried in an avalanche of emails?
- Do you feel out of control and overwhelmed at work?
- Do you have thousands of unread emails dragging you down?
- Are you missing deadlines because you can't focus on key tasks?
- Do you have a never-ending to-do list?
- Do you have constant interruptions killing your productivity?

Priority Management educates you how to change behaviours and optimise the use of technology to take control of your time, productivity, collaboration and work results.

This management skills programme provides the insights and capabilities needed to utilise your 'Classic' Outlook tool as an organisational system, enhanced with Copilot. It aims to increase both personal and team productivity, offer better control over activities and information, and improve decision-making through swift access to essential business data. By practicing these skills, you can attain balance and decrease stress.

UNIT 1: BEING PRODUCTIVE

This unit will help you enhance your organisational skills by focusing on the most valuable tasks and prioritising them. You'll learn how Lean processes can improve Personal Productivity and achieve Objectives. We will also explore how AI / Copilot can boost individual productivity.

UNIT 2: SETTING YOURSELF UP TO WORK SM@RT

You will gain a deeper understanding of what's available in the 'Classic' Outlook "toolbox" and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

UNIT 3: MANAGE WORK EFFECTIVELY

We will illustrate methods for efficiently organising your tasks, allowing you to handle a large workload with changing priorities. You'll learn how 'Classic' Outlook can help you stay organised and seamlessly connect with other tools such as Microsoft OneNote and Microsoft Teams. Furthermore, you'll acquire techniques for summarising information and preparing for meetings and projects using Copilot. Lastly, you'll uncover simple strategies to keep your inbox consistently clear.

UNIT 4: MANAGING COMMITMENTS TO ENABLE A SENSE OF ACHIEVEMENT

You will understand the importance of the 'Classic' Outlook Calendar and how to avoid the "planning fallacy." The exercises will improve your time management skills and help you achieve a sense of accomplishment. Additionally, you will learn to use Copilot for summarising complex calendars to aid in effective prioritisation.

UNIT 5: MANAGE INFORMATION EFFECTIVELY

We will show you how to structure your knowledge repositories (Storage Folders, Internet Browser, Microsoft OneNote) and be able to retrieve any stored information instantly, including creating Copilot prompts to enhance email search capabilities across 365 apps.

UNIT 6: MANAGE WORKING WITH OTHERS

You will learn how to work with others by mastering delegation and controlling interruptions and, how to use Copilot to summarise interactions with colleagues and identify assigned actions.