

Prioritising to Work Effectively

WorkingSm@rt®

MICROSOFT
+Outlook

- ✓ 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**



Click here for a 2-minute video Taster or here to book an online demo for group training
Related training: [WorkingSm@rt with Microsoft TEAMS](#) & [WorkingSm@rt with OneNote](#)