Pragmatic Productivity Module

Overview

Designed to transform the Productivity of office professionals by teaching the effective use of Outlook & Windows.

The module follows a structured 1-2-3-4 approach:

1) **Optimise Your Setup:** Configure your electronic setup for efficient working.

2) **Discover Tools:** Learn the built-in, electronic tools available.

3) **Apply Effectively:** Master the practical application of these tools.

4) **Combine for Impact:** Learn to combine different tools for maximum benefit.

This approach ensures maximum productivity gains for office professionals.

A detailed breakdown of the module is provided on the next page.

Audience

Any office professional using Microsoft Outlook & Windows.

Prerequisites

Participants should have a basic knowledge of Microsoft Outlook & Windows.

Delivery

The module is delivered In-Person at your facility.

Delivery flexibility offered:

- Two Full-Day or Four Half-Day sessions
- Customising the scope to suit your specific needs

The Module includes:

- **Pre-training:**   Preparation & Alignment meeting.
- **Post-training:**   Follow-up meeting.

Pragmatic Productivity Module

DAY 1

Computer Electronic Setup
- ☑ 8-Step process to optimise your E-Setup
- ☑ StartUp customisation
- ☑ Taskbar, Program, Folder organisation
- ☑ Start Menu customisation
- ☑ Toolbar optimisation
- ☑ Theme customisation

Practical Shortcuts
- ☑ Navigate effectively
- ☑ Advanced Copy & Paste
- ☑ Instantly capture & save screenshots
- ☑ Insert symbols
- ☑ Access AI
- ☑ Access Dictation
- ☑ Practical examples & exercises
- ☑ Shortcut toolkit provided

Avoid Starting From Scratch
- ☑ Create templates for frequent emails
- ☑ Insert text segments
- ☑ Effective email search techniques
- ☑ Practical examples & exercises

Outlook Response Options
- ☑ "No Action" response options
- ☑ "Action" response options
- ☑ Create appointments directly from email
- ☑ Create meetings directly from email
- ☑ Efficiently create & send emails
- ☑ Practical examples & exercises
- ☑ Shortcuts toolkit provided

DAY 2

Outlook Electronic Setup
- ☑ Optimise Inbox settings
- ☑ Customise Calander settings
- ☑ Create Inbox & Calendar "Dashboards"
- ☑ Adjust general notification settings
- ☑ Create custom notifications
- ☑ Customise email settings
- ☑ Create & modify distribution lists
- ☑ Utilise "@ Mentions"
- ☑ Calendar view options
- ☑ Advanced calendar entries

Outlook Data Management
- ☑ "Advanced Action" response options
- ☑ Employ Rules to automate actions
- ☑ Rules recommendations & exercises
- ☑ Use Quick Steps to automate actions
- ☑ Quick Steps recommendations & exercises
- ☑ Response options summary

Pragmatic Productivity Combinations
- ☑ Top combinations to maximise gains
- ☑ Combinations recommendations & exercises