WorkingSm@rt®
MICROSOFT +Outlook

At a Glance

Who Should Attend:

Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use MS Outlook, and are not optimizing this powerful software.

Format:

- 1-day instructor-led session using Outlook or
- Two 2-hour web-based virtual classroom sessions
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt® 365
- WorkingSm@rt® in Meetings
- Priority Planning Workshop

Take control of your workload and competing priorities

Receive practical hands-on skills instruction to help you absorb proven techniques for a total time-management solution.

Integrate communications, tasks, activities, planning and apply the WorkingSm@rt® method using Microsoft Outlook.

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, and activities
- Use Outlook with a 'business planning' approach

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
425-822-8761 | info@sharedvaluesassociates.com | www.sharedvaluesassociates.com

Detailed Synopsis:

WorkingSm@rt® using Microsoft Outlook

The Priority Management WorkingSm@rt® using Microsoft Outlook Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviors and optimize the use of technology to take control of your time, productivity, collaboration and work results.

Unit 1 Being Productive:

This unit will introduce you to the key elements to help you refine your organizational toolkit with an increased understanding of working on those areas that add greatest value and the need to prioritize. With this productivity platform in place, you will be in a better position to recognize and manage distractions and interruptions.

Unit 2 Setting Yourself Up to Work Sm@rt:

You will gain a deeper understanding of what's available in the 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 Your Emails Effectively:

We will show you how to manage your emails. You will learn ways to manage emails you can't act on immediately and learn how to deal with low priority emails. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4 Managing Commitments to Enable a Sense of Achievement:

You will learn the importance of the Outlook Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process that ensures a sense of achievement.

Unit 5 Achieve Better Results Through Effective Communication & Delegation:

Learn how to plan, capture and follow up effectively on important communications and delegations.

Unit 6 Priority Planning For Results:

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent on time delivery you will be able to have a greater sense of accomplishment individually and as a team member.

Priority®

A Better Way To Work