

Detailed Synopsis:

WorkingSm@rt® in the 21st Century

Priority Management's WorkingSm@rt in the 21st Century Workshop is an essential management skills program that has been designed to provide you with the knowledge, skills and competencies to effectively use whatever tool you choose as part of your organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information you will improve your decision making. You will become more balanced and reduce stress when you put these essential skills into practice.

Unit 1: Working in the 21st Century

In this unit we will look at the evolution of organizations from the strict command and control environments to the current day model of teamwork and self-management to better understand how it has impacted today's knowledge workers.

Unit 2: Building Your Business Management Tool

In this unit we ensure that the tools we are using are configured to apply best practice behaviors. This involves changing some of the default settings and default configurations.

Unit 3: Managing Your Tasks

In this unit we will look at the history of workload and task management to better understand its individual, team and organizational impact. We will also be introduced to best practices and how to apply them to our chosen productivity tools.

Unit 4: Managing Your Time Fixed Commitments

In this unit we will look at using our calendar as a time management and work/life balance tool. In addition we will look at the current reality around meetings and we will be introduced to best practices and apply them in our chosen productivity tools.

Unit 5: Managing Your Emails

In this unit we will look at the current situation being faced by organizations and individuals around email communication and its impact on productivity. As well we will be introduced to best practices and apply them with our chosen productivity tools.

Unit 6: Managing Your Communications

In this unit we will look at the how communications impact office morale and productivity as well as be introduced to best practices and how to apply them to our chosen productivity tools.

Unit 7: Building Your Annual/Monthly/Daily Plans

In this unit we will look at the relationship between the strategic and tactical worlds and how to ensure we are reaching our Work/Life balance by defining six key areas. We will be introduced to best practices and how to apply them to our chosen productivity tools.



A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
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