

Priority Management's Working Sm@rt™ with Microsoft Outlook and Blackberry™

Who Should Attend: Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use MS Outlook, Lotus Notes, and Blackberry; and are not optimizing these powerful tools.

Schedule: Full day

Do You...

- ✓ Use MS Outlook or Lotus Notes
- ✓ Use a Blackberry
- ✓ Keep telling yourself, "One of these days, I am going to get organized."
- ✓ Say - "I use to be organized but now with email, teleconferencing, and all this other electronic /internet /on line / face booked/ linked in stuff...seems like my world is out of control."

This is much more than a basic Microsoft Outlook class. You learn how to apply the proven Priority Management process used by millions around the world. You will learn to get more organized so that you can be more productive using **Outlook** AND... if you are using a **Blackberry**; we show you how to get so much more out of it. Studies prove that on average, people use less than 10% of Outlook's capabilities.

This Class is for you!

This is a "hands on" class so bring your laptop, your Blackberry and you'll walk away from the class using both in ways that will help you feel so much more in control, reduce your feelings of being overwhelmed, enable you to delegate and follow -up on tasks, projects and assignments more effectively, and not worry anymore about things falling through the crack because you forgot a deadline or missed or were late for an appointment.

What to expect:

- ✓ Dramatic and immediate improvements in your ability to self manage.
- ✓ Learn how to prioritize all your activities and stay focused on the most important ones.
- ✓ Discover how to rid yourself of mind clutter and stop relying on your memory to help you get things done.
- ✓ The ability to delegate multiple tasks via email and follow up on every one.
- ✓ Less worry and improved work/life balance.
- ✓ How to manage and stay on top of your email but not let it run your life.
- ✓ How to reduce desk stress.
- ✓ You'll learn the 4 D's and 3 W's that will help you quickly make better decisions.

✓ **Course Tools:** Course participants receive the **Priority Manager**, a unique organizational system that contains a variety of proven planning tools and accommodates your standard office documents. **\$225 Value!**

✓ **Personal Coaching:** Up to a hour, one-on-one with a certified instructor via telephone...**\$100 value**

✓ **Resit opportunity...**come back through this same class as many times as you want at no additional cost...**\$Priceless**