

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

Prerequisites: None

Schedule: Full-Day Session – With a one-hour personal coaching session via telephone.

MS Outlook software or a paper based system...this class is the answer for both!

Who should attend: Individuals, teams and organizations whose performance is measured by their ability to manage multiple tasks and priorities, follow-up on commitments, communicate and delegate effectively, and use an organized planning process

Learn a proven process that allows you to control your time and increase your productivity from day one. As a world leader in productivity training, Priority Management has researched and developed a proven information management process that allows you to plan, organize, delegate, and do what needs to be done...when it needs to be done.

This is a "hands on" class so bring your laptop, and you'll walk away from the class using the program 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.

Topics of Discussion:

Unit 1: The Productivity Process

- ✓ Productivity and Workload Management
- ✓ Invisible Assembly Line / Productivity Formula
- ✓ Strategies for reducing 'mind-traffic'

Unit 2: The Total Time Management Solution

- ✓ Priority Manager 'toolbox'
- ✓ Consolidate personal, team, corporate and external information
- ✓ Connect WHAT you need to do with WHEN you need to do it, supported by WHERE the information needed to complete a task is located.

Unit 3: Managing Commitments

- ✓ Using the calendar as your ultimate time management tool
- ✓ Exercises that will help you become a more proficient time manager
- ✓ Learn techniques for managing multiple calendars

Unit 4: Managing Communication

- ✓ Priority communicating process as applied to the Communication Planner
- ✓ Practice planning and responding to people – delegate and follow-up
- ✓ Learn best practice influencing and voicemail behaviors

Unit 5: Managing Activities

- ✓ Become a master at multi-tasking
- ✓ Learn to stay on top of the important/urgent activities, solve 'decision dilemma' when managing a myriad of activities.
- ✓ Learn the skill of Date Activation and how it will help control your work load and reduce stress

Unit 6: Priority Planning

- ✓ Learn the planning cycle and how it will help you become more strategic in daily activities
- ✓ Become proficient at linking Annual Goals to Monthly Priorities to Daily Activities

Unit 7: Clearing the Clutter

- ✓ Learn to instantly make the decision to Do It, Date Activate It, Delegate It, or Dump It.