WorkingSm@rt®

+ Google Apps

TURN YOUR INTENTIONS INTO ACTIONS AND YOUR ACTIONS INTO RESULTS

Who should Attend

Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use Google Apps and/or Android smartphone, and are not optimizing the potential of these tools.

Format

A 4-5 hour session using your Google Apps (and Android) with a Priority Management certified Working Sm@rt facilitator

Coaching session to reinforce learning.

Customised options for in house training available

Tools Provided

Comprehensive Learning Guide

Enrolment in our monthly Learning Link e-Newsletter

This course will help you

- Focus consistently on priorities
- Gain control over high volume email and tasks
- Improve communications
- Manage time, tasks and activities
- Take a "business planning" approach to Google Apps and your Android smartphone

Working Sm@rt with Google Apps

Tame the Digital Deluge and increase your productivity. Receive hands-on skills instruction to help you absorb proven techniques for an effective time management solution that integrates communication, tasks, activities and planning

"This course addresses personal working habits and is not merely an IT training course. It is highly beneficial to all levels of employees and will be most successful when entire teams follow the process."

For more information see how Priority Management can help you work smarter, call your local Priority Management office:

📞 **1300 139 126**

prioritymanagement.com.au

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Priority

Create The Freedom To Focus on What Matters

Introduction:

Priority Management's Working Sm@rt ® using Google Apps workshop is an essential management skills program and has been designed to provide you with the knowledge, skills and competencies to effectively use Google Apps (Gmail) as your primary organizational system and can incorporate Android as your satellite 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 The Productivity Process

In this first unit we will describe what is meant by priority and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula. We will create a Campaign for Working Sm@rt ® and look at how Google Apps can help turn our intentions into actions.

Unit 2 The Google Apps Business Solution

You will gain a deeper understanding of what's available in the Google Apps "toolbox" and configure the main components to enable you to work smart. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information.

Unit 3 The Digital Deluge

We will show you how to manage our emails. You will cover topics in managing emails you can't act on immediately, and learn how to filter low priority emails. We will show you effective ways to file your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4 Managing Commitments

You will learn the importance of the Google Apps 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 of regaining control over your life and demanding schedule.

Unit 5 Managing Communication

You will learn the Priority communicating process and how to apply it with Google Apps tools. You will practice planning conversation, responding to people, delegating actions and following up on commitments. We will demonstrate that by applying the communication process, it is possible to have total recall. You will also learn best practice influencing and voicemail behaviours.

Unit 6 Managing Activities

We will show you how to become a master at Date Activation. You will learn how to stay on top of important and urgent activities, and how to solve the "decision dilemma" when managing a myriad of activities.

Unit 7 Priority Planning

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choice.

Unit 8 Team Tools

You will expand your understanding of how teams work and create a Communications Charter for your team/organisation.

Unit 9 Eliminating DeskStress

In this unit, we will demonstrate how to manage the digital desktop as well as control the clutter on your hardtop tool. You will learn important techniques to control both silent and noisy interruptions. You will setup files to help you retrieve sent mail.

Unit 10 Putting Google Apps to Work

Summarizes all the key ideas and provides you with a recipe for learning transfer. You will review the Quick Guide and Google Apps configuration so that you can deploy the new techniques learned today as soon as you return to the job.

An Appendix provides the settings and Best Practices to use your Android Smartphone as an effective business tool while you are away from the office.