

PRIORITY MANAGEMENT YOUR TIME MATTERS

PRESENTATION



INTRODUCTION

Discover the 5 core time management principles that allow you to be more pro-active, focus on the important, and enable you to achieve your goals through greater focus and energy. Along with some tangible processes, this presentation will give you some tips and insights into Outlook that will show you what this tool is capable of, particularly in the areas of managing electronic information and utilising an electronic To Do list.

PRESENTATION FORMAT OPTIONS

- 1-hour Face to Face presentation
- 1-hour web-based presentation

KEY TAKEAWAYS

- Manage your workloads effectively
- Sharpen your Outlook skillset to increase your productivity
- Achieve your goals through greater focus and energy
- Know exactly what to do next
- Become more Pro-active and less Re-active
- Focus on the important whilst better managing distractions
- Manage your inbox effectively