



WorkingSm@rt® + Google

Who Should Attend:

This course is designed for workgroups and teams, including managers, technical and sales professionals, supervisors, administrators, and project leaders who currently use Google and are not optimising the potential of this software.

Format:

- Half-day instructor-led session
- 3-hour web-based virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt using Microsoft Outlook
- WorkingSm@rt in Meetings

Turn your intentions into actions and your actions into results

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 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

A Better Way To Work

Priority Management Australia

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Detailed Synopsis:

WorkingSm@rt® using Google

The Priority Management WorkingSm@rt® using Google Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviours and optimise the use of technology to take control of your time, productivity, collaboration, and work results.

Unit 1: Being Productive

This unit will introduce you to the key elements to help you refine your organisational toolkit. It will increase your understanding of the areas that add the greatest value and the need to prioritise. With this productivity platform in place, you will be in a better position to recognise and manage distractions, and interruptions.

Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what is available in the Google “toolbox” and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

Unit 3: Manage Your Emails Effectively

We will show you how to manage your emails. You will learn ways to manage emails you can't act on immediately and learn how to deal with low priority emails. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4: Managing Commitments to Enable a Sense of Achievement

You will learn the importance of the Google Calendar and how to avoid becoming a victim of the “planning fallacy”. The exercises will help you become a more proficient time manager and begin the process that ensures achievement.

Unit 5: Achieve Better Results Through Effective Communication & Delegation

Learn how to plan, capture and follow up effectively on important communications and delegations.

Unit 6: Priority Planning For Results

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent on-time delivery, you will be able to have a greater sense of accomplishment individually and as a team member.



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