WorkingSm@rt®
in the 21st Century

Who Should Attend:
This course is designed for Individuals', teams, and organisations whose performance is measured by their ability to manage multiple tasks and priorities, follow-up on commitments, communicate and delegate effectively, and use an organised planning process.

Format:
- Half-day Instructor-led session

Tools Provided:
- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:
- WorkingSm@rt using Microsoft Outlook
- WorkingSm@rt using Microsoft OneNote
- WorkingSm@rt using Microsoft Teams

Take control of your workload and competing priorities

Learn to make effective choices when faced with increasing demands and responsibilities. Select the right tasks, at the right time, every time. Identify and focus on the goals and objectives that make the difference and learn to manage your activities for maximum results, acquiring the tools you need to make things happen.

This course will help you:
- Better manage time, tasks, and activities
- Improve communications
- Consistently focus on priorities - turn intentions into actions
- Boost productivity
- Reduce stress and improve work/life balance

Priority®

A Better Way To Work

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Detailed Synopsis:

WorkingSm@rt® in the 21st Century

Priority Management's WorkingSm@rt in the 21st Century Workshop is an essential management skills program that has been designed to provide you with the required knowledge, skills, and competencies when using productivity tools within your organisational system.

This workshop will help enhance performance in controlling activities in an individual and team productivity aspect. By providing immediate access to key business information, you will improve your decision making. You will become more balanced and reduce stress when you place these essential skills into practice.

Unit 1: Working in the 21st Century

In this unit, we will look at the evolution of organisations from the strict command and control environments to the current day model of teamwork and self-management to better understand how it has impacted today's knowledge workers.

Unit 2: Building Your Business Management Tool

In this unit, we ensure that the tools we are using are configured to apply best practice behaviours. This involves changing some of the default settings and default configurations.

Unit 3: Managing Your Emails

In this unit, we will look at the current situation being faced by organisations and individuals around email communication, and its impact on productivity. We are also introduced to best practices and apply them with our chosen productivity tools.

Unit 4: Managing Your Time Fixed Commitments

In this unit, we look at our calendar as a time management and work/life balance tool. Also, we look at the current reality around meetings and are introduced to best practices within your chosen productivity tools.

Unit 5: Managing Communications

In this unit, we will look at how ineffective communication impacts office morale and productivity. We are also introduced to best practices and how to apply them to our chosen productivity tools.

Unit 6: Managing Your Tasks

In this unit, we will look at the history of workload and task management to better understand its individual, team, and organisational impact. We will also be introduced to best practices and how to apply them to our chosen productivity tools.

Unit 7: Building Your Annual/Monthly/Daily Plans

In this unit, we will look at the relationship between the strategic and tactical worlds, and how to ensure we are reaching our Work/Life balance by defining six key areas. We will be introduced to best practices and how to apply them to our chosen productivity tools

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