



Your Notes Matter

Lunch and Learn



A Better Way To Work

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YOUR NOTES MATTER

Every day, you capture important notes - whether on post-its, in diaries, or on scraps of paper. But what if you could consolidate all those scattered notes into one streamlined, digital space?

This session will show you how Microsoft OneNote can revolutionise your note-taking process. From meeting action items and team brainstorming ideas to personal reminders, OneNote lets you keep everything organised and easily accessible.

Designed for users who frequently take notes, this course will teach you how to leverage OneNote's automated tools to manage and organise your information efficiently, so you can stay on track and save time.

Don't miss the chance to elevate your notetaking and transform the way you stay organised!

Outcomes:

- Improve organisation and retrieval
- Better collaboration and sharing
- More efficient note taking

Format

This program is delivered face-to-face or virtually as a 1-hour session.

Priority Lunch and Learn Presentations

Your Time Matters

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

Your Copilot Matters

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

Your Project Matters

Improve your ability to run projects on time and on budget with insights to make a real difference.

Are You Effective or Efficient?

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

Your Team Matters

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

Your Meeting Matters

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

Your Impact Matters

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

Your Energy Matters

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.