



Your Time Matters

Lunch and Learn



A Better Way To Work

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YOUR TIME MATTERS

Time is your most valuable resource - how you use it defines your success.

Join us for an engaging session where we will uncover the 5 core time management principles that empower you to take control of your day, focus on what truly matters, and achieve your goals with greater clarity and energy.

Discover tangible strategies to be more proactive, prioritise effectively, and maintain momentum even in the face of daily challenges. Gain exclusive insights into how MS Outlook can transform your approach to managing information and mastering your to-do list.

This session will equip you with actionable tools and techniques to streamline your workflow, reduce stress, and work with purpose.

Don't miss this opportunity to unlock the secrets of effective time management and reclaim your day with confidence!

Outcomes:

- Better prioritisation
- Increased productivity & reduced stress levels
- Technical tips

Format

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

Priority Lunch and Learn Presentations

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.

Your Notes Matter

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

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.