Working Sm@rt with Microsoft Outlook
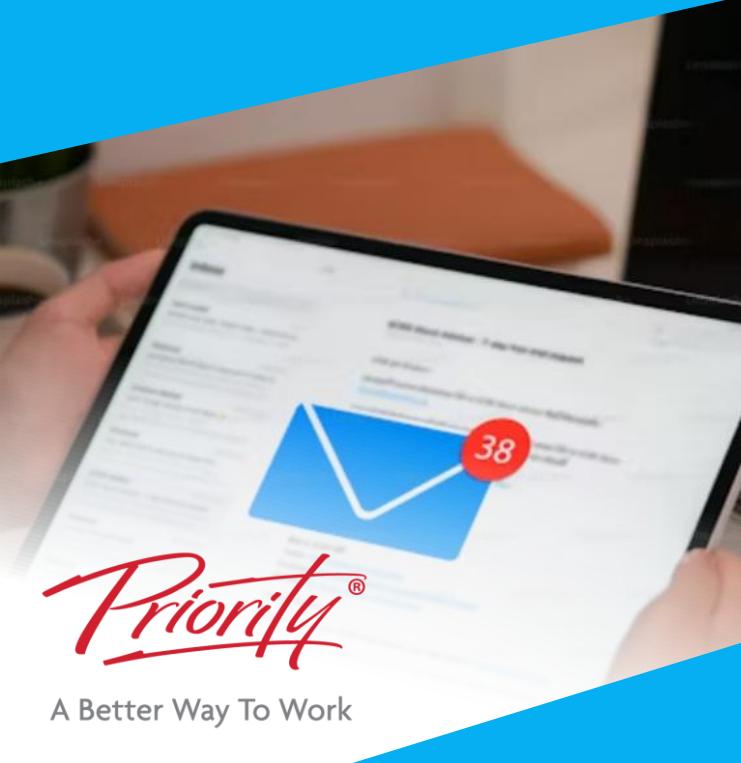
Course Overview

This program is meticulously crafted to help you transform your work habits and optimise your use of technology, giving you greater control over your time, productivity, collaboration, and overall work results. The training focuses on teaching you how to change your behaviors to better prioritise tasks, meet deadlines with confidence, communicate more effectively, and streamline your workflow. By integrating these strategies into your daily routine, you can dramatically enhance your efficiency and effectiveness as a knowledge professional.

Feedback from participants highlights the significant impact this training has on productivity. On average, individuals report reclaiming over five hours per week, per person, in productivity improvements. This reclaimed time enables them to concentrate on higher-priority tasks, reduce stress, and achieve a more balanced work-life dynamic. The program not only equips you with practical tools and techniques but also fosters a mindset shift that allows you to approach your work with greater clarity and purpose, ultimately leading to improved performance and better results.

Program Format

This is a 1-day program that can be delivered face-to-face or as 2 x 3.5-hour virtual programs.

Program Benefits

- Comprehensive learning guide
- Free lifetime phone support
- Virtual/Phone one on one coaching session to embed the learning and behavioural change
- Opportunity to attend a free refresher in the future at one of our Working Sm@rt with Outlook workshops - as a Priority Graduate

Outline and Outcomes

- Process for prioritising workload (Urgency versus Importance) – how to deal with competing priorities.
- Setting up Outlook to Work Smarter (set up of To-Do list on the calendar and gain a deeper understanding of what's available in the Outlook toolbox).
- Managing inbox (Converting emails into tasks and calendar entries for follow-up – searching – creating rules and Quick Steps to save time).
- Managing tasks in Outlook (creating, prioritising, categorising, and delegating).
- Using the calendar in Outlook as a planning tool, including scheduling, calendar groups, and other time-saving functionality.
- Managing communications by linking Outlook to OneNote .
- Tips and shortcuts aimed at increasing productivity.
- Closing your day and planning tomorrow.

After completing this course, you will be able to:

- Manage your workload more efficiently and effectively.
- Sharpen your Outlook skill set to gain increased productivity and enhance your on-the-job performance.
- Know exactly what to do next and deal with competing priorities.
- Become more Pro-Active, less Re-Active.
- Focus on the important while managing distractions better.
- Manage your inbox more effectively.
- Utilise your existing electronic or paper tools to help manage time.
- Streamline your communication process between you and your colleagues.
- Managing communications by linking Outlook to OneNote and Teams.
- Leveraging Copilot (Free or Licenced version) to save even more time.

Priority ®

A Better Way To Work