



WorkingSm@rt[®]

MICROSOFT

+ Outlook Mac

Who Should Attend:

Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use Outlook Mac and are not optimizing this powerful software.

Format:

- 1-day session using Outlook Mac
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt[®] 365
- WorkingSm@rt[®] in Meetings
- Priority Planning

Take control of your inbox and workload

Receive practical hands-on skills instruction to help you absorb proven techniques for a total time-management solution.

Integrate communications, tasks, activities, planning and apply the WorkingSm@rt[®] method using Outlook Mac.

This course will help you:

- Focus consistently on priorities
- Gain control over high volume email and tasks
- Improve your communications
- Manage your time, tasks, and activities
- Use Outlook Mac with a 'business planning' approach

Priority[®]

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com/contact_us

Detailed Synopsis:

WorkingSm@rt® using Outlook Mac

The Priority Management WorkingSm@rt® using Outlook Mac Workshop is an essential management skills program and has been designed to provide you with the knowledge, skills and competencies to effectively use Outlook Mac as your primary organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

Unit 1 The Productivity Process:

In this first unit we will describe what is meant by priority and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula. We will create a Campaign for WorkingSm@rt and look at how Outlook Mac can help turn our intentions into actions.

Unit 2 The Outlook Mac Business Solution:

You will gain a deeper understanding of what's available in the Outlook Mac "toolbox" and configure the main components to enable you to work smart. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information.

Unit 3 The Digital Deluge:

We will show you how to manage your emails. You will cover topics in managing emails you can't act on immediately, learn how to filter low priority emails. We will show you effective ways to file your email and stay with your priorities regardless of the volume of email traffic.

Unit 4 Managing Commitments:

You will learn the importance of the Outlook Mac Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process of regaining control over your life and demanding schedule.

Unit 5 Managing Communication:

You will learn the Priority communicating process and how to apply it with Outlook Mac tools. You will practice planning conversations, responding to people, delegating actions and following up on commitments. We will demonstrate that by applying the communication process, it is possible to have total recall! You will also learn best practice influencing and voicemail behaviors.

Unit 6 Managing Activities:

We will show you how to become a master at Date Activation. You will learn how to stay on top of important and urgent activities, and how to solve the "decision dilemma" when managing a myriad of activities.

Unit 7 Priority Planning:

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices.

Unit 8 TeamTools:

You will expand your understanding of how teams work and create a Communications Charter for your team/organization

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Unit 9 Eliminating DeskStress:

In this unit we will demonstrate how to manage the digital desktop as well as control the clutter on your hardtop too. You will learn important techniques to control both silent and noisy interruptions. You will set up files to help you retrieve sent mail.

Unit 10 Putting Outlook Mac to Work:

Summarizes all the key ideas and provides you with a recipe for learning transfer. You will review the Quick Guide and Outlook Mac Configuration so that you can deploy the new techniques learned today as soon as you return to the job.

Appendix:

Here you will find the Quick Guide, a handy reference to quickly access “how to” information in the Learning Guide, as well as a Best Practices Summary, and Outlook Mac Configuration summary.



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