

# WorkingSm@rt with Microsoft Outlook

Managing email, workloads  
& priorities to improve  
effectiveness & performance

*Priority*<sup>®</sup>

A Better Way To Work

PRACTICAL TRAINING TO  
HELP YOU AND YOUR TEAM  
TO WORKSM@RT



## Learning Outcomes

Elevate your productivity using WorkingSm@rt best practices and processes.

- ✓ **Avoid Inbox overload:** prioritise and sort your emails to take control of your Inbox
- ✓ **Increase your efficiency:** transform your task execution and message follow up to get things done with ease
- ✓ **Master email organisation:** create an effective filing structure to save time filing and finding your emails
- ✓ **Sharpen your prioritisation skills:** distinguish important from urgent for proactive focus on key goals
- ✓ **Conquer the clock:** consistently plan and manage your time to boost your productivity and effectiveness
- ✓ **Optimise your focus:** develop strategies and techniques to manage interruptions and distractions
- ✓ **Reduce stress & improve work/life balance:** harness WorkingSm@rt practices to control your workload
- ✓ **Leverage Copilot:** Learn how to optimise Copilot to manage email and save time

## Unleash the potential of Microsoft Outlook to boost your performance and reduce work stress

Priority Management is a 40+ year established global leader in workplace productivity.

Tame your email inbox! This impactful and practical online workshop will help delegates harness the power of Microsoft Outlook (Classic or New) to manage email, prioritise consistently, improve working effectiveness and get more of the right things done in less time.

## Training Format

Live instructor-led online format  
Practical hands-on learning  
2 x half-days + 1 hour review  
Up to 20 attendees per class

## Insights from delegates

*"This training has improved my working load 100%"*

*"Very insightful, this training has improved knowledge and capacity to adopt new way of working."*

*"Rather life changing"*

**WorkingSm@rt**<sup>®</sup>  
MICROSOFT  
+ Outlook