

Working Sm@rt™ with Microsoft® Outlook™

Getting the most out of Microsoft Outlook™

What You Will Learn

Microsoft **Outlook™** is a powerful business tool and one of the most robust information manager products on the market today. During this workshop you will master the use of this tool to enhance your productivity skills and gain control of the many aspects of your demanding workload. You will learn the *processes* of priority management using your **Outlook™** software, and take advantage of applying automated *business solutions* to your productivity challenges.

Who Should Attend

This course is valuable to managers, supervisors, administrators, project leaders, attorneys, accountants, and technical & sales professionals who **add value** to the information that crosses their desks.

Course Benefits

The objective of this program is to help you and your team work more productively. Specifically, this means using **Outlook™** to focus on priorities, communicate more effectively, honor your commitments, and coordinate the commitments of others.

Course Format

Working Sm@rt with Microsoft Outlook™ is a full day 'hands-on' workshop augmented by a **personal coaching session** 1 to 3 weeks later. You are required to bring your laptop with you to the session, and WiFi internet access will be available.

The Investment

Your '**Satisfaction Guaranteed**' investment for a Public program is \$575. In-house programs are available at \$5,475 for base team of up to 10, plus \$495 per additional participant. Multiple in-house pricing and Trainer Certification are also available.

Course Content

1. The Discovery Process –
 - Self-assessment questionnaire
 - Identify key deliverables
 - Surface 'Productivity Pirates'
 - Expectations, Requirements
2. The Communications Process –
 - 4 steps for 'total recall'
 - Delegations
 - E-mail, Contacts
3. The Planning Process –
 - Focus on Priorities
 - Monthly Planning
 - Daily Planning
 - Tasks and To-Do lists
4. Controlling the Clutter
 - Interruptions
 - Managing the information
 - Paperwork
5. Making Decisions –
 - The Decision Matrix
 - The Pareto Principal
6. The Outlook™ Business Solution
 - "Hands on, how to use" software instruction
7. Personal Coaching Session –
 - Reinforcement
 - Customizing **Outlook™**
 - Accountability

Take Home Materials

- ♦ Extensive Learning & Reference Guide
- ♦ Binder for class notes and documents
- ♦ Help Files diskette matching the **Priority Manager™** process with the appropriate **Outlook™** tools.

Our Working Sm@rt Clients Say It Best!

“Should offer this class to all employees. This program makes so much sense.”

“It helps you to better manage your time, get organized and Clean Out Your Email!”

“Learned how to use Outlook as a Strategic Tool.”

“Excellent course – learned lots!”

“This will take my organization a whole new level.”

“This class will prove extremely beneficial for time mgmt, planning & daily efficiency.”

“Great class – very relevant. Thanks!!”

“Course was very helpful, should be required for all employees.”

“Definitely beneficial, learned a lot about functions I wouldn’t have otherwise.”

“Thank you so much! Already feel better organized!”

“Very helpful course. I am using the principles learned already, to be more productive.”

“It was excellent, very well organized and thorough. Helped a ton! Thank you.”

“Great course! Thanks for the help.”

“Great Stuff! Best class I have been to so far.”

“I took a lot from this! Class was great and very useful.”

“This was wonderful, and will help tremendously.”

“Great Course – want all my people to take.”

“Best 6 hours I have spent in recent memory. Should be required for New Hire Training and all employees as gain would be exponential.”

“Equipped me to make the changes I have long wanted to but didn’t know where to start”

“Phenomenal! I recommend this program to all employees.”

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“I can use most of this right away!”

“Everyone at (company name) needs to attend this class.”

“Great class! This information will greatly improve my prioritizing daily tasks and also will help my team organize their time.”

“Great course – I thought I knew Outlook, but discovered there were productivity processes I never knew existed.”

“I will recommend this training for my staff.”

“Fantastic stuff that everyone in business should know.”

“Excellent – Increased productivity and organization, reduced stress.”

“If you can’t manage the number of emails you get, take this course!”

“I knew from other Priority Management training that this would be great.”

“Great class for getting organized both at work & home using Outlook.”

“Highly recommend. Will help you be more productive during the day.”

“Fantastic!! Great for taking your life back!”

“Valuable use of time... very useful workshop.”

“Great workshop to move in the direction of increased productivity.”

“Definitely wish I had this course 10 years ago!”

“Worthwhile no matter how long you’ve used Outlook”

“Fantastic Program. Should be part of “Standard Mgrs. Toolbox”!”

“Excellent program to improve not only productivity, but work/life balance.”

“Worth every bit of the time and money. Learned a lot as to how to work effectively.”