

# PRO DUCTIVE

## EVENTS AND TRAINING

It's time to gain back control of you time and your life!



**Have you ever asked the question 'Should work be this hard? Is your Inbox and To Do list growing longer and more unmanageable everyday?'**

### **A busy day in the office!**

These days our days are busy, we are often swept off our feet without having time to step away from our desk, we then look back and wonder what have we actually achieved in our day? With constant interruptions from phone calls, unscheduled visitors, general office noise and emails we are literally interrupted every 8 minutes!

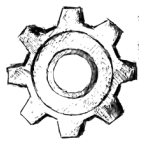
### **Information Overload!**

We can be guilty of having our information scattered in too many places: notebooks, scrap paper, files, whiteboards, our inboxes, sticky notes, preadsheets, smart phones, paper diaries, desk calendars, back of our hand – the list goes on and on. When our information is all over the place it's impossible to prioritise, plan our day, and have a sense of control over our workload and day.

### **We are drowning in emails!**

Most of us are spending up to half our working lives reading, sorting, processing and writing emails. It can feel like we are the slave rather than the master of our Inboxes.

**The Time and Email Productivity with Outlook program is designed to have a holistic approach to managing your time using your technology to its full potential and to gain some control back in your life!**



WE HAVE DEVELOPED A TRIED AND TRUE METHOD THAT IS SIMPLE TO FOLLOW AND SET UP!

## MODULE 1 | MANAGE YOUR TIME

Before you can achieve great results you need to define where you are going, what you are trying to achieve, what tools you will use to get the job done and when is the best time to do it. This module, will show you how to effectively plan your monthly, weekly and daily tasks and how to clearly define how you will achieve great results using MS Outlook Tasks and Calendar

**HOW** to effectively plan Monthly, Weekly, Daily work.

**WHAT** are the right tools to track, manage and organise your days.

**WHEN** is the right time to work on important tasks – understanding your energy cycles

## MODULE 2 | MANAGE YOUR EMAIL

Email promised to help us be more productive, communicate more effectively and send information quicker. The very thing that was meant for our good has become a huge burden. Our Inbox was never designed to be a To Do List or a filing cabinet. A bad habit that we can all be guilty of is flagging an email and then forgetting about it. We have developed an effective system that is easy to use and will help you process email, automate email filing and search for emails quickly.

**REDUCE** the interruptions that email causes

**CREATE** a process for following up emails

**CREATE** an effective filing system for emails

## MODULE 3 | MANAGE YOUR TASKS

Writing our plan and to do list in one central location and getting it all 'out of our head' is critical to coping with stress. It helps to remember everything we have to do, track all of our tasks and communication with clients and colleagues and gaining a sense of achievement. A key element of the Productive method is setting up and customising your electronic task lists to reflect your priorities, deadlines, delegated tasks and key functions in your role.

**WRITE** an effective To Do List

**PRIORITISE** your daily tasks

**TRACK** delegated tasks

## MODULE 4 | MANAGE YOUR APPOINTMENTS

The benefit of using an electronic calendar is it has the ability to easily enter, edit and view appointments. The electronic calendar has also given us the ability to invite others to meetings and view the schedules of our colleagues. Learn the shortcuts you can use and some protocols for using the calendar for better productivity for you and your team!

**MANAGE** your appointments and meetings

**SHORTCUTS** for using the calendar

**CUSTOMISE** your calendar

# TESTIMONIAL

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## **Chris Reilly - Senior HR Adviser, Griffith University**

Fiona has facilitated 10 courses focusing on Time and Email Management and Collaboration with Google Apps as part of the Griffith University Staff Development Short Course program during 2016. We chose these courses as they were short, sharp and practical and the feedback we received from staff who attend was excellent which is why we will be running them again as part of our 2017 offerings.

Staff provided the following feedback “This has been the most useful training I’ve done at Griffith so far. Very relevant and very applicable.” Fabulous training session - I have picked up new skills and now have knowledge to practice and use them. “The session was fast paced but at the same time allowed for catch up and investigation.” “Fiona is a very good facilitator. I gained a lot from the course.” “The trainer was patient and clearly explained procedures and took the time to approach people separately and answer questions”. All 10 courses had waitlists as staff were keen to attend as the word got out about the sessions.

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