



# Ease the Load (with Microsoft Outlook & OneNote)

## Productivity Without Stress

- Complex workload?
- Swamped by email?
- Having to do 'more with less'?
- Inbox becoming overwhelming?
- Lot of change in your organisation?

Busy professionals regularly comment that their ever increasing workload, in a world of unprecedented change, is having a profound effect on their job satisfaction and their ability to deliver the required results.

Positive People have developed "Ease The Load" to support executives at all levels, providing an approach which puts you in control so that you're on top of your work, not buried by it. Productivity without the stress.

### LEARNING OUTCOMES:

*In this live IT workshop, participants will learn how to:*

- ◇ Use Microsoft Outlook and OneNote effectively.
- ◇ Synchronise these tools across their devices.
- ◇ Share these tools collaboratively with their teams.
- ◇ Get the inbox back to empty.
- ◇ Effectively plan and progress projects.
- ◇ Feel on top of work and home life.

\* Each delegate will use their laptop or it can delivered in an IT suite.



### WHAT PEOPLE SAY:

*"Best course I've been on in years! I previously had "urgent vs. important" theory coming out of my ears, but just no way of applying any of it. This was totally different." - Dr. Mangels (University of Warwick)*

*"The training is brilliant, and that includes David's presentation style, sense of humour and ability to relate to his audience (eg linking back to things we'd said to make each of us feel valued and drawing on our common experiences even though a variety of jobs were represented). Everyone I know who's been on this course raves about it, and now I do too!" - Sarah (PA—University of Edinburgh)*

*"I have this week implemented my Next Actions folder and am loving it! I am encouraging other staff to sign up for the course." - Andy (University of Strathclyde)*

*"Thanks for the brilliant training session earlier this year; I have implemented the 'Outlook' system and it truly has made a world of difference! I no longer feel overwhelmed by my inbox and my work feels organised and under control." - Barbara Johnson (Manager—University of East Anglia)*

*"I would like to say a big thank you! There were so many things from the day I am already implementing. My capture tools are working well now, I've blocked out time for my Weekly Review and am saying "no!" to so many interruptions." - Tanya (London)*

*An excellent day - good use of time out of office and practical tools which I'll use. Tutor/delivery excellent." - Neil (CEO, Harmeny Education Trust, Edinburgh)*



More information at <http://www.easetheload.com>



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### SEMINAR BACKGROUND:

*Ease the Load has been developed to help effectively manage a hectic and complex workload and support us as we focus on the important, plan our work effectively and attack it with confidence.*

*Positive People have been delivering this material since 2009 to 1,000's of participants in a wide variety of organisations from small startups to large public sector bodies.*

*The company particularly works with universities and colleges around the UK, delivering this material to support staff, academics and post graduates.*

*This unique course, which is not traditional time management, is highly acclaimed by busy professionals at all levels and proving extremely popular in this climate of 'doing more with less.'*

### COURSE FORMAT

*This hands-on version of Ease the Load is a live IT seminar for up to 12 participants. The entire day will be delivered using a blend of the strategic approach and methodology along with the tools to implement the material.*

### ABOUT THE PRESENTER



*David Longstaff has 15 years' experience in productivity and workload stress. Since the 1990's as a director of a fast paced Dot com and a senior manager in a multi-national consulting and services firm, he has learned and taught the principles of managing a busy and balanced life and motivating successful teams.*

*Having spent many hours supporting senior management teams to cope with their workload, he is now delivering this course across a wide variety of sectors and professions, including universities, colleges, local government, health sector and on corporate development programmes. Many of his client organisations have long waiting lists while others have made this mandatory training for all staff. David also provides one-to-one coaching with senior managers.*

This course is supported by a one-year subscription to our eLearning package: [www.easetheload.com](http://www.easetheload.com).

This hosted system includes short videos, articles, cheatsheets and exercises along with interviews of others who have attended the course. For a brief overview of Ease the Load, please visit the site:

<http://www.easetheload.com>



### PROGRAMME

#### **Depths of Perspective (Session 1)**

*A strategic view of our world and work from different levels providing a framework for decision-making.*

- 1) A brief introduction to **Values, Vision, Goals**
- 2) Setting up OneNote to map our **Roles**
- 3) Managing informal **Projects** in OneNote and Outlook
- 4) Overcoming procrastination by being **Task** oriented.

#### **Getting to Grips with Workflow (Session 2)**

*A tactical approach to dealing with a hectic workload when it's coming at you thick and fast.*

- 1) **Capturing** all our 'stuff', not holding it in our head
- 2) **Clarifying** and processing its meaning
- 3) **Organising** our commitments into Outlook
- 4) **Reflecting** and planning to gain freedom
- 5) **Engaging** appropriately with our work

#### **Refining the System (Session 3)**

- 1) Integrating Microsoft Outlook and OneNote together
- 2) Sharing these tools collaboratively with the team
- 3) Using OneNote to manage meetings
- 4) Getting our **Captured** data into Outlook and OneNote
- 5) Synchronising the solutions on all of our devices

For upcoming public seminars or in-house sessions, contact David on 07803 011673 or [david@positivepeople.biz](mailto:david@positivepeople.biz)