



# Improve Productivity – Reduce Stress

With Microsoft Outlook and OneNote

Live Online Programme

- Teams are doing even **more with less**
- Many spend their day swamped in **email**
- Back-to-back **meetings** add challenges
- Work encroaches on **personal life**
- **To-do lists** feel overwhelming

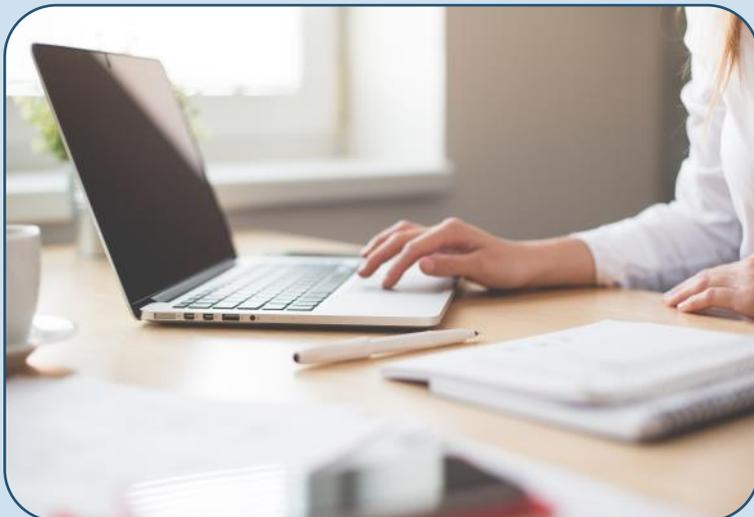
How can we continually improve management of an ever-increasing and complex workload, in a world of unprecedented change ... and still have time for personal life?

Positive People have developed this **live online programme** of their popular productivity seminar to support executives at all levels, providing an approach which puts you in control and reduces overall stress.

## LEARNING OUTCOMES:

*In these events, participants will learn how to:*

- ◇ *Skilfully manage a busy schedule.*
- ◇ *Feel on top of work and home life.*
- ◇ *Get the inbox back to empty.*
- ◇ *Get the best from Outlook, OneNote and other tools.*
- ◇ *Effectively plan and progress projects.*
- ◇ *Clarify roles, prioritise goals, learn to say “No!”*



## PROGRAMME

Each session lasts **2 hours** and participants can choose to attend **any or all** events. Discounts are available for those who choose the entire programme.

### 1) DEPTHS OF PERSPECTIVE

- *Identifying and focusing on our **priorities***
- *Managing **projects** effectively*
- *Creating to do lists that work*

### 2) GETTING TO GRIPS WITH WORKFLOW

- *The 5-stage approach to manage a busy workload*
- ***Capturing** effectively into external tools*
- *Embedding the **Weekly Review***

### 3) SETTING UP SYSTEMS (FOR MICROSOFT USERS)

- *Setting up **Microsoft OneNote** effectively*
- *Getting the best from **Outlook (inbox zero)***
- *Synchronising the tools and using **MS To Do***

## FORMAT

- *The programme uses the award-winning **Zoom** web conferencing system.*
- *Simple guides and exercise handouts are provided to complement the event.*

## BENEFITS

**Efficient** — Reduces time away from the office.

**Flexible** — Participants can choose which sessions to join and can access the events from any location and any device.

**Assisted** — Outlook, OneNote and other tools are set-up with hands-on support from the presenter.

**Cost-effective** — licences are lower than in-person sessions.

**Manageable**—Broken into simple, bite-size chunks.

**Interactive** — This is a live event, allowing participants to comment and ask questions throughout the training.

More information at <http://www.positivepeople.biz>  
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