TIME MANAGEMENT & Effective Use of Outlook
Manage your time & plan effectively - gain back 1 hour+ a day!
Get your Inbox down to ZERO unread emails!

Overview

This course is different! Trainers take participants through the theory, then on the same day go with participants back to their desks or watch over/assist them in an IT room to make sure they actually implement the stuff being taught right there & then on their live profile!

"The Outlook training has been the best, most practical training I have ever received. It has totally reduced my feelings of being overwhelmed and has reduced "email stress" immensely. I can not thank you enough."
Manager, NSW FACS

This Time Management & Effective use of Outlook Training course imparts best practice Time Management principles: immediately useable, very practical tools, tips, methods and frameworks that actually work in the real world and amazing short cuts & tips to use Outlook to its best practical advantage.

"I'm completely anal & organised, & it's helped me become more effective & efficient, so it can help everyone!
Team Leader, NSWFACS

As a result of this course, staff will miss less deadlines, stress less, get more done and get back up to 1 hour+ per day to spend on the important tasks (or go home earlier!) – and get their inboxes down to ZERO unread emails!

"Really liked the hands on work at computer...and one-on-one practical help" participant, NSW FACS

Please contact us direct for details and more information.

Email: getresults@southerncrosscoaching.com.au or call 02 7901 5618.

"It was useful in all parts of life and could be adapted to all offices." participant, Housing NSW

Program Outcomes:

- Get inboxes down to ZERO unread emails and sustain this ongoing
- Staff get back more time (on average up to 1-1 ½ hours+ per day) to spend on important tasks (or go home earlier)
- Use of calendar & tasks, & planning & processes to ensure things get things done more efficiently & effectively (and done on time)
- Plan more effectively so work & deadlines don't get missed or forgotten about (including TRIM/ workflow management software/ customer relationship management type software, etc)
- Better prioritisation & take more focussed action
- Increased productivity through being more efficient & effective (doing more with less)
- Emails get dealt with & more stuff gets done - & on time
- Staff stress less over emails & workload - less likelihood of burnout & overwhelm & potentially less stress leave/ time off due to perceived workload
- Increased accountability & awareness across the team if an entire team does it
- This also promotes better teamwork & productivity
- Positive impact on the client service & the bottom line as additional time is freed up for higher value projects, creativity and innovation
- Increased collaboration and overall improved team dynamics as individuals feel in better control and in a more positive position to contribute beyond daily task management

"I have learnt so much from this course and feel so much more organised. The two facilitators were interesting and engaging, and I feel like I can breathe." Participant, Housing NSW

"Develop People. Boost Performance. Fuel Productivity." Through…

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COACHING TRAINING FACILITATION MEDIATION PSYCHOMETRIC ASSESSMENTS 360° ASSESSMENTS

Who can benefit?

This is for you & your team if you and/or your staff:

- Feel stressed and overwhelmed by your workload & to-do list?
- Would like to learn how to get your inbox to ZERO unread emails?
- Would like to gain an hour back per day?
- Work long hours? Or wondering where your day goes & what you did?
- Miss deadlines, or are often doing things last minute?
- Are frustrated at the lack of productivity?
- Are feeling like emails always seem to take over? Hard to make time for you & your family?
- Feel constantly reactive, hard to find time for important projects & proactive work?

"Liked the easy to use guide, simplicity, able to grasp contents and hands on training" Participant, Housing NSW

This - and indeed every program - is tailored to the individual needs of every client and can include integration of internal workflow & customer relationship management software & systems, etc e.g. TRIM .

Every course also involves participants producing their own personal Action Plan through use of our P.I.G. – our Personal Improvement Grid.

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