

# adapt

## Smart Work Conference Session

Harness Technology, Boost Productivity



A Smart Work Learning Program

# Introduction

## New Technology. Same Old Issues.

How we work and communicate has changed dramatically as newer, faster, better technologies have been developed. But for all this technology, we are still struggling with the same old issues!

- » How do we prioritise?
- » How do we control the deluge of incoming work?
- » How do we get it all done and have a life?

Simply learning how to use tools like MS Outlook does little to harness their potential. To be more productive a worker must first intrinsically adopt effective workload and time management practices and then harness the technology to support those efforts.

Adapt Productivity has developed a powerful method for training people to be more productive. It blends tested productivity enhancing principles with the power and functionality of MS Outlook. Based on the practical principles of Smart Work, the productivity book written by founder, Dermot Crowley.

## Smart Work Conference Session

The *Smart Work Conference Session* is a short (2 hours, but can expand or contract from 1 to 3 hours) presentation that will pack a practical punch at your next team offsite or conference. It focuses on three core productivity areas - Centralise your Actions, Organise your Inputs and Realise your Outcomes. This session is perfect for conferences or team off sites - it will energise the team and provide real behavioral change back at their desks.

To ensure that the session has an immediate impact for participants, we go beyond the theory to demonstrate how to apply all of the concepts and theory directly to MS Outlook. Participants will receive Outlook set-up guides and workbooks designed to

*"Dermot Crowley's Smart Work is an exciting personal productivity game-changer. 7 days on from our Leadership Team of 60 people spending 3 hours with Dermot, it's great to see the buzz during the session translated into a team who are excited to have found a simple and practical way to release their potential and that of their teams."*

*"It feels like I have found the simple answer to delivering my own personal productivity goals together with a simple program to help the whole organisation thrive not strive."*

David Smith, Managing Director - Diageo Australia

# Session Overview

## Quick Facts

- » 2-hour short session
- » Small group or large presentation
- » Delivered onsite or at nominated conference venue
- » Mix of time management processes and MS Outlook strategies
- » Based on Smart Work, published by Wiley
- » Participants should gain at least an hour of productive time
- » Handouts and set-up guide provided
- » Can be run with Lotus Notes or Gmail if required

## Session Outcomes

- » Filter & prioritise all forms of incoming work, including e-mail
- » Create a daily action plan to focus on priorities and commitments
- » Manage all activities from one central planning tool
- » Clear the Inbox to zero – every day!
- » Learn the secrets of using MS Outlook effectively
- » Maintain focus in an interruption-driven environment
- » Set up a quick and efficient filing system
- » Learn to spend more time on the important work
- » Plan the week with a ROAR

## Target Audience

The *Smart Work Conference Session* will benefit anyone managing a busy workload and using MS Outlook. This session is particularly beneficial for people with deadline driven or collaborative roles such as: managers, supervisors, professional staff, sales teams, support staff, project managers and teams, executive assistants, administrators.

## Practical Learning

This practical session goes beyond simple tips and tricks for Outlook. It presents a system for managing your time, priorities and email using MS Outlook, and enables participants to implement what they have learnt the minute they get back to their desks. Our passionate presenters use a range of techniques to demonstrate how to apply the theory, and everything is linked back to the tool that participants use everyday - MS Outlook.

# Session in Detail

The *Smart Work Conference Session* moves between time management theory and implementation strategies in MS Outlook. The session focuses on the core skills of task management, calendar management and email management.

This session can be run as a keynote presentation from the main stage or as a practical breakout session.

## Introduction

- » The Smart Work approach to productivity
- » Why our current systems may not work
- » Using MS Outlook as a planning system

## Centralise Your Actions

- » Creating a Daily Action Plan
- » Task scheduling and prioritisation
- » Using an proactive workflow
- » Balancing meeting and task workload

## Organise Your Inputs

- » Reducing email noise
- » Clearing the inbox to zero
- » Quick e-mail filing & retrieval

## Realise Your Outcomes

- » Prioritisation strategies
- » Connecting to the big picture
- » ROAR Weekly Planning process

*"Dermot has been described as a speaker that not only has valuable tools and takeaways that staff were able to implement immediately, but he delivers the message in a way that is engaging and entertaining. I would recommend Dermot to any organisation that is needing uplifting and motivating in personal productivity and who are prepared to learn new tricks and habits that will change the way you think about your approach to work forever."*

Jaquie Scammell, Director Customer Relations, Tennis Australia

# About Adapt Productivity

Adapt Productivity is a Sydney-based training company founded by Dermot Crowley in 2002. Over a number of years working with corporate clients he observed the rapid emergence of productivity technology and the failure of traditional time management techniques to keep pace. Adapt has developed a modern solution to productivity in the 21st century workplace. Dermot is the author of *Smart Work*, published by Wiley.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for the corporate sector around Australia as well as globally in London, New York, Asia and New Zealand. Our clients return to us each year because of the extremely high quality of our programs and the consistent results we achieve.

Our unique combination of productivity and technology training has enabled us to gain the respect and loyalty of some of Australia's most recognisable organisations, including:

**Commonwealth Bank, KPMG, Harvey Norman, Allens, Diageo Australia, Tennis Australia, Aussie, Reserve Bank, Citigroup, HP Australia, Dexu, Deloitte.**

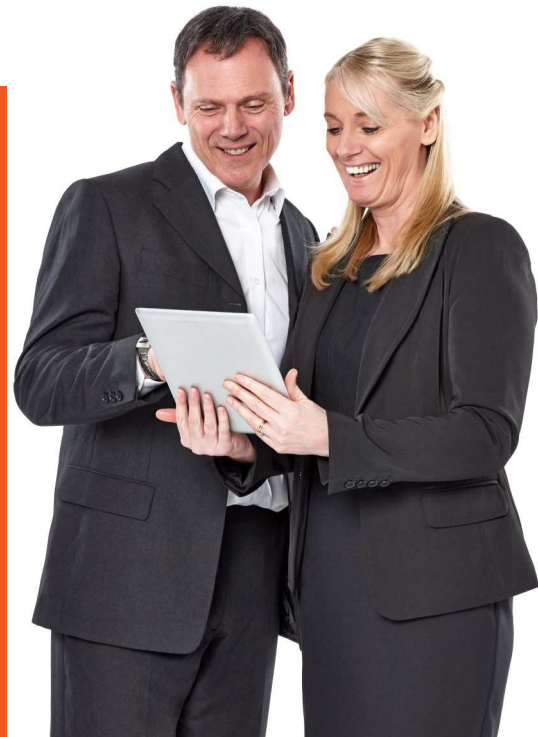
## Booking

If you would like to discuss how we could help to make your next conference or team off-site more productive, call or email us to arrange a time to meet and discuss your needs.

Phone: 02 9797 9792

E-mail: [info@adaptproductivity.com.au](mailto:info@adaptproductivity.com.au)

Web: [adaptproductivity.com.au](http://adaptproductivity.com.au)



*"This is the most valuable training I have done in years!"*

Rachel Foley-Lewis, Senior Partner, Deloitte Australia