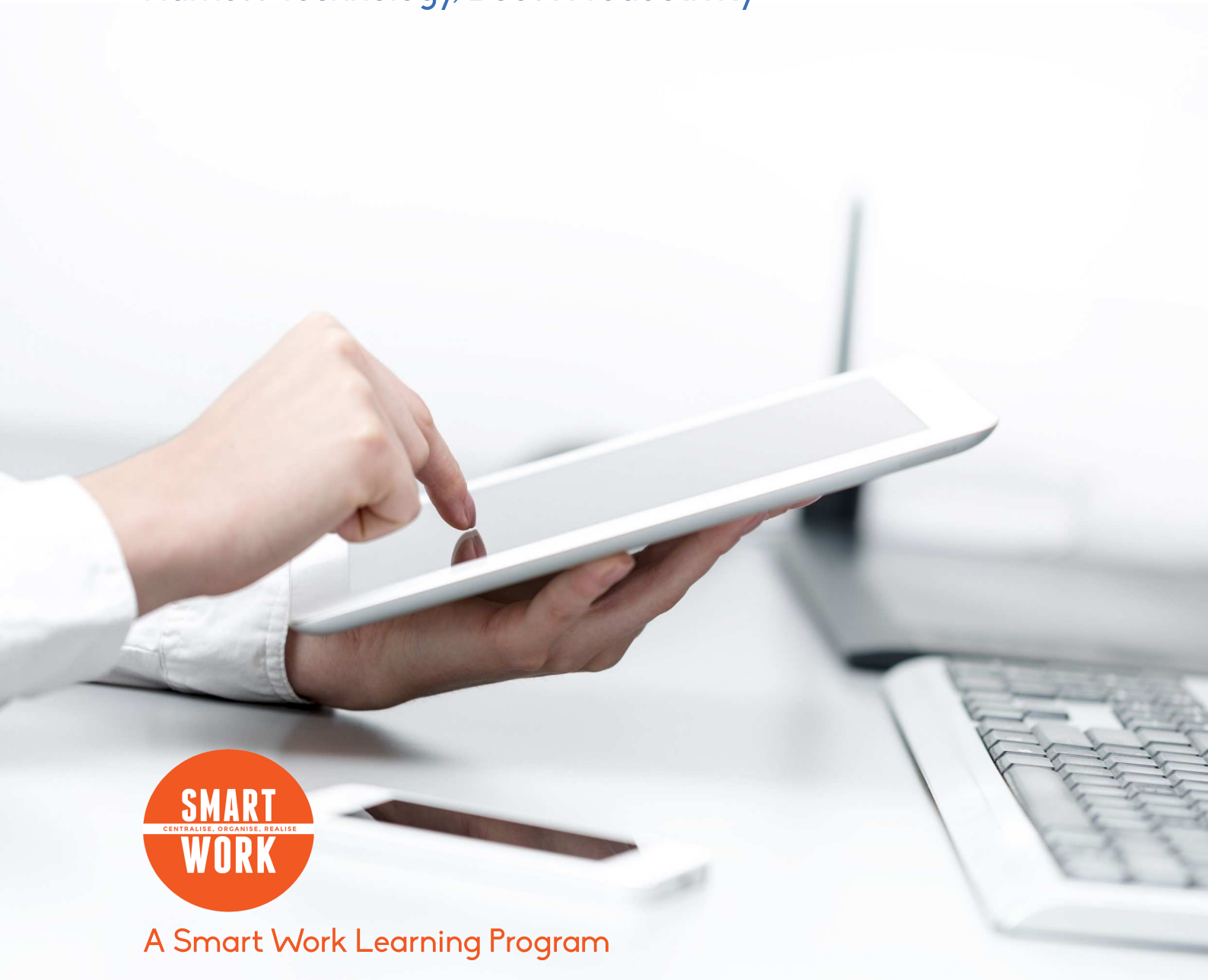


# adapt

## Smart Work with MS Outlook

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 work proactively in a reactive workplace?

Adapt Productivity has developed a powerful method for training people to be more productive. We blend tested productivity enhancing principles with the power and functionality of MS Outlook. We take the *theory* and show you how to implement it in the *technology*. We focus on creating real behavioural change with our practical, hands on training.

## Give us a day - we will give you a month

Our one-day *Smart Work with MS Outlook* workshop delivers tangible results in the short, medium and long term. In a survey of past participants who attended the training up to 2 years before, the results showed:

- 85%** were able to plan their day better
- 76%** achieved greater focus on important work
- 71%** were more effectively managing and completing tasks
- 82%** cleared their inbox on a regular basis

Most of our participants would reclaim an **hour** per day of more productive time. That equates to nearly a **month** per year! Think about what each of your team could do with a month of more productive time.

*"I am delighted to report that today, the team are totally energised and working diligently to implement the new systems. The office has a completely different feel, a warmth of positive energy."*

David Smith, Managing Director - SC Botanicals

# Workshop Overview

## Quick Facts

- » 1 day workshop, typically 9:00am – 4:30pm
- » Up to 15 participants per workshop
- » Delivered onsite, in a computer lab or training room with laptops
- » Participants log onto their own Outlook mailbox throughout the training
- » Post-training *Making it Stick* available online to enhance behavioural change
- » Outlook 2010, 2013 and 2016 versions
- » Mobile productivity strategies covered where applicable
- » Comprehensive workbook and set-up guide provided

## Workshop Outcomes

- » Filter & prioritise all forms of incoming work, including e-mail
- » Create a daily action plan to focus on priorities and commitments
- » Manage all activity from one central planning tool
- » Balance meeting and task workload
- » Clear the Inbox to zero
- » Work proactively on key priorities and respond to urgent issues
- » Harness the full power of Microsoft Outlook
- » Maintain focus in an interruption-driven environment

## Target Audience

*Smart Work with MS Outlook* will benefit anyone managing a busy workload and using MS Outlook. This workshop 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, and administrators.

## Real Time Learning

Participants are logged onto their own Outlook mailbox for the duration of the workshop. This enables us to achieve “real time” learning and system set-up. Through a range of activities participants gain hands-on practice, making changes to Outlook and processing work. This is one of the key points of differentiation between this and other time management approaches. It results in immediate productivity improvements and is an essential ingredient for behavioural change.

# Workshop in Detail

There are 6 units within the workshop addressing system set-up, productivity principles and practical techniques to deliver lasting improvement in personal performance.

## 1 Introduction

- » Participant expectations
- » The MS Outlook planning system
- » Types of work and activities
- » Workload centralisation and funneling

## 2 MS Outlook Set-Up

- » Creating a daily plan view
- » Setting up category lists
- » Optimising Outlook alerts and notifications

## 3 Managing Actions

- » Establishing your daily action plan
- » Working with a proactive schedule
- » Task and calendar management

## 4 Managing Outcomes

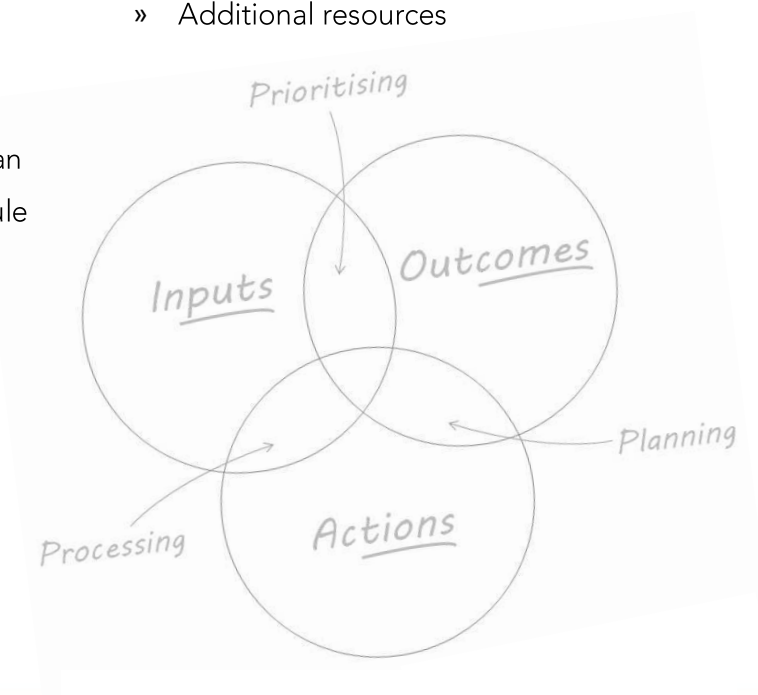
- » Prioritising important work
- » Aligning outcomes with actions
- » Planning for success

## 5 Managing Inputs

- » Clearing the inbox to zero
- » Inbox noise reduction strategies
- » Efficient filing and retrieval
- » Managing non-email inputs

## 6 Next Steps

- » Next steps action plan
- » Changing habits and behaviours
- » Additional resources



*"In my 6 years in CommSec (and CBA) this is the BEST COURSE I've ever done. I would recommend to anyone at any level. In fact I've had 4 of my staff go through it since. Its easy application in real time with ongoing support makes it easy for everyone and anyone to implement .. it's now a way of life and I'd NEVER go back."*

Steve Mater, Executive Manager, Investment Sales - CommSec

# Changing Habits

All Adapt Productivity programs are designed to create behavioral change. We want our participants to change their mindsets, systems and habits. But we know that this is not easy, and it requires more than just a day of training - it also requires support in the weeks after the training.

## Making It Stick Online

Adapt has developed a blended learning solution that maximises the chance of behavioral change for workshop participants. *Making it Stick* is a set of online resources designed to reinforce the learning, and help participants to implement the Adapt system in the weeks after attending training.

Participants will receive emails at weekly intervals after the workshop which unlock access to a dedicated *Making it Stick* website page. Each page contains live videos, MS Outlook tutorials and productivity whitepapers, all crafted around the core program content:

- » **Day 1:**        **Next steps to productivity**
- » **Week 1:**      **Manage your Actions**
- » **Week 2:**      **Manage your Inputs**
- » **Week 3:**      **Manage your Outcomes**
- » **Week 4:**      **Making It Stick....forever!**

## Long-term behavioral change

*Making it Stick*, combined with the initial workshop, is a revolutionary blended learning solution that truly changes behavior. We consistently hear back from our participants that they were able to save around an hour per day as a result - and that equates to about one month per year. We know you will be thrilled with the results.

*"You have revolutionised my life! Our session on Wednesday was a game-changer for me! Unlike most courses, where I begin seriously invested and drift off half way through, I actually found myself becoming more invested in what you were saying as the day progressed."*

Monique Hope-Pearson, Group Legal Counsel - Connective Broker Services

# About Adapt Productivity

Adapt Productivity was 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 which fills this gap. Dermot is also 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, Bayer, Diageo Australia, Tennis Australia, Aussie, Reserve Bank, Citigroup, HP Australia, Dexu, Deloitte.**

## Making a Booking

Booking a workshop is the most efficient and cost effective way to train your team. Please call or email to get started:

Phone: 02 9797 9792

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

For more online information about Adapt and our products and services, please visit:

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



*"Adapt's integrated approach to managing inputs, actions and outcomes through centralised action planning has made a world of difference to how I operate and what I get done. Achieving a zero inbox has taken a weight off my shoulders and I feel more in control of my time."*

Steven Ford, Managing Director - Bulbeck Group