



Smart Work Online

Personal productivity training delivered online to your team.



Introduction

It's a daily challenge to stay productive in today's ever-changing workplace. We're bombarded with a deluge of emails, overfull calendars, and countless distractions that conspire to keep us away from our most important priorities.

At the same time, we have powerful tools at our fingertips to help us stay organised. Problem is, few of us leverage them the way they should. That's where Adapt Productivity's *Smart Work Online* training can help.

Delivered via webinar, *Smart Work Online* shows busy knowledge workers how to manage their schedules, priorities, and information more effectively using the technology already at their fingertips, specifically MS Outlook and MS OneNote. This program has been tailored to assist office-based workers as well as remote workers.

Give us a day and we will give you a month

Our 2 x two-hour webinar version of *Smart Work Online* delivers tangible results in the short, medium and long term. In a survey of past participants who attended the training up to two 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

Program Overview

Quick Facts

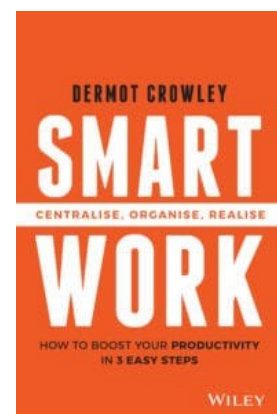
- » 2 x two-hour interactive webinars, delivered no more than one week apart
- » Up to 15 participants can attend
- » Delivered via Go To Webinar, Zoom or your preferred platform
- » Participants complete *Smart Work* set up changes during the webinars
- » Engaging blend of time management principles and MS Outlook strategies
- » Participants work in their own Outlook accounts during the webinars so they can implement as they learn
- » Participants receive a range of post-webinar resources
- » Focus on remote-working strategies

Webinar Outcomes

- » Manage all activity in one central planning tool
- » Create a daily action plan to focus on priorities and commitments
- » Balance meeting and task workload
- » Filter & prioritise all forms of incoming work, including e-mail
- » Clear the inbox to zero weekly
- » Balance working proactively on key priorities as well as responding to urgent issues
- » Harness the full power of Microsoft Outlook and OneNote
- » Maintain focus in an interruption-driven environment
- » Be on time and in control of deadlines
- » Stay connected with your team when working remotely

What You Receive

- » 2 x two-hour webinars (Part 1 & Part 2) for up to 15 participants
- » A copy of Dermot Crowley's book 'Smart Work' book for each participant
- » Registration to *Making it Stick*, our online post-training eCourse to help participants embed what they learn
- » Permanent access to our resources website which includes Outlook set-up guides, whitepapers, and 'how to' manuals



Webinars in Detail

The *Smart Work Online* webinars are run as two webinars about a week apart. We leave time between each webinar to allow participants to implement and practice. Throughout the webinars, participants will learn about best practice productivity principles and how and to apply them in MS Outlook.

Part One (2 hours)

Introduction & Overview

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

MS Outlook Set-Up

- » Set up Smart Work views
- » Optimising Outlook alerts and notifications
- » Build an email processing toolbar

Managing Actions

- » Working with a proactive schedule
- » Task and calendar management
- » Daily planning process
- » Managing actions remotely

Part Two (2 hours)

Managing Inputs

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

Managing Outcomes

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

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

Additional Information

Target Audience

The *Smart Work Online* webinars will benefit anyone managing a busy workload and using MS Outlook. The program 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. This program is especially relevant to teams who are working remotely.

Real Time Learning

Participants are logged into their own Outlook accounts for the duration of the webinars. 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 ours and other time management approaches. It results in immediate productivity improvements and is an essential ingredient for behavioural change.

Your Facilitators

Adapt Productivity's '*Smart Work Online*' facilitators are experienced, passionate, and engaging. We have many years experience running both face-to-face training and online programs. Our clients return to us each year because of the high quality of our programs and the consistent results we achieve.



Dermot Crowley



Tony Hall



Matt Lumsdaine

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 couple of webinars - 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 webinar participants. *Making it Stick* is a set of online resources designed to reinforce the learning, and help learners implement the Smart Work system in the weeks after participating in the webinars.

Participants will receive emails at weekly intervals after the 2nd webinar 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 two webinars, is a blended learning solution that truly changes behavior. 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 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 the best-selling book *Smart Work*, and of *Smart Teams*, both published by Wiley.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for clients in Australia and around the world.

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



Booking

Arranging our webinars is the most efficient and cost effective way to train your team, especially if they are working remotely. Please call or email to get started:

Phone: 02 9797 9792

E-mail: info@adaptproductivity.com.au

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