



Smart Work Training

Personal productivity training
for groups and teams



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 these tools the way we should. That's where our Smart Work productivity training can help.

Delivered online or face to face, Smart Work 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 365. The program has been tailored to assist office-based workers, those working from home, and those in hybrid roles, by delivering practical and relevant strategies for today's digital workplace.

Give us a **day** and we'll give you a **month**

Based on Dermot Crowley's best-selling book, 'Smart Work', the Smart Work program 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



71% were more effectively managing and completing tasks



76% achieved greater focus on important work



82% cleared their inbox on a regular basis

A high percentage 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.

The Smart Work Approach

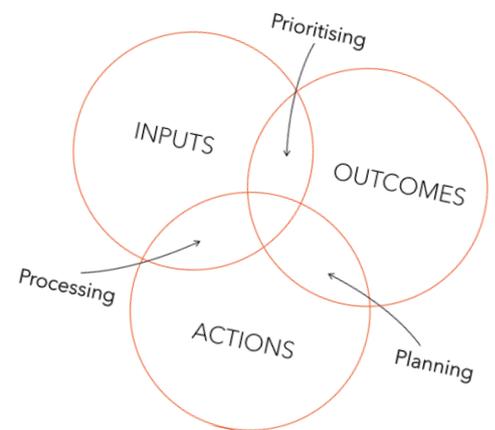
Personal productivity is about working in a way that gets **results**, but is also **balanced, focused, proactive**, and impactful. Unfortunately, many workers and managers in today's busy workplaces are far from that reality. They are **overwhelmed, distracted, reactive** and **stressed**.

The **Smart Work** program has been developed with a specific focus on solving the **productivity issues** faced by **modern workers**. It delivers **practical strategies** that can be applied to the best productivity tools at the fingertips of our participants, tools like **MS Outlook**.

We believe the best way to change behaviours is to take **great productivity theory** and implement it in **great productivity technology**. Many of the strategies covered in the program can be applied to **MS Outlook**, which allows participants to **apply the learning directly to their real work in real time**.

Smart Work also touches on using tools like **MS OneNote, MS Teams** and **MS Planner** when collaboration is needed.

The program is built around three core **personal productivity modules** - **Actions, Inputs** and **Outcomes**. It also creates powerful personal productivity routines around **Processing, Planning** and **Prioritising**.



Centralise Your Actions

The first module explores how participants can increase control over their work by centralising their actions into one powerful organising tool, MS Outlook. They learn to configure MS Outlook to manage their actions in a more balanced and proactive way. This enables them to manage their time, energy and focus more effectively.

Organise Your Inputs

The second module looks at how we can manage our inputs in a more efficient and deliberate manner. Particular focus is put on the management of email, and how participants can reduce stress levels and reactivity by getting in control of their inbox. We explore best-practice filing strategies, and look at ways to reduce the email noise that often distracts us from more important work.

Realise Your Outcomes

The final module helps participants spend more of their time, energy and focus on the work that has the most impact. By embedding powerful planning and prioritising routines, participants will reduce time spent on busywork, and will instead spend more of their time working on the priorities that make a real difference over the long term.

Program Overview

The Smart Work program can be delivered either online via webinars, or face-to-face in your workplace. Both versions of the program are practical and relevant, and are delivered by highly passionate and experienced facilitators.

Smart Work Online (Webinar)

- 2 x two-hour interactive webinars, spaced about one week apart
- Up to 25 participants
- 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
- Delivered through MS Teams, Zoom or a webinar platform of your choice

OR

Smart Work Onsite (Face-to-face)

- 1 x 3/4 day workshop, typically 9.00am to 3.00pm
- Up to 25 participants
- Engaging blend of time management principles and MS Outlook strategies
- Participants work in their own Outlook accounts during the training so they can implement as they learn
- Run onsite in your workplace, or as part of a team offsite

Program 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



You have revolutionised my life! Our session 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

Modules in Detail

Introduction & Overview

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

MS Outlook Set-Up

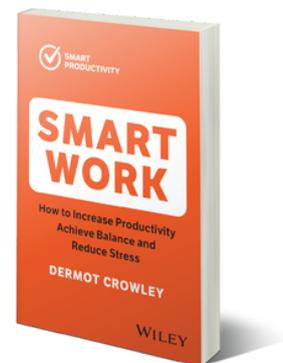
- Set up Smart Work views
- Optimising Outlook alerts and notifications
- Build an email processing toolbar

Managing Actions

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

Inclusions

- Online or face to face session
- A copy of Dermot Crowley's book 'Smart Work' for each participant
- Registration to Making it Stick, an online post-training eCourse to help participants embed what they learn in the session.
- Lifetime access to our resources website which includes Outlook set-up guides, whitepapers, and 'how to' manuals



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

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

Additional Information

Target Audience

The Smart Work program will benefit anyone managing a busy workload and using MS Outlook and the Microsoft 365 productivity suite of tools. 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. It is suitable for office-based workers, those working from home, and those in hybrid roles.

Smart Work Inclusions

The Smart Work program delivers exceptional value for your team, whether run as an online or onsite program.

Program costs include:

- Session delivery
- Copy of 'Smart Work' book for each participant
- Access to Making it Stick video series and all implementation resources

Facilitators

Adapt Productivity's 'Smart Work' 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



Matt Lumsdaine

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.

Dermot is the author of the best-selling book Smart Work, and of Smart Teams, Urgent! and Lead Smart, all published by Wiley.

Adapt has developed modern solutions to productivity in the 21st century workplace. 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:

Who We Work With

Next Steps

Arranging a session 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

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

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**SMART
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TRAINING