



# WorkingSm@rt® Essentials

MICROSOFT  
+ Outlook  
MICROSOFT  
+ Teams  
MICROSOFT  
+ OneNote

## Who Should Attend:

This course is designed for individuals and teams who work in a Microsoft environment using Outlook, Teams, and OneNote, who want to optimise their use of these powerful tools.

From administration and sales professionals to managers and project personnel, anyone who has ever suspected there may be “A Better Way To Work” will benefit from these Essentials.

## Format Options:

- In person full-day instructor-led session
- Live Online sessions (2 x half-days)

## Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink

## Optional Extras:

- Coaching session to reinforce learning

## Related Training:

- WorkingSm@rt using Microsoft Outlook
- WorkingSm@rt using OneNote
- WorkingSm@rt using Microsoft Teams

## Optimise your outcomes with these three powerful tools

As the tools we use in our workplaces - and the workplaces themselves - continue to evolve, it's essential that today's workers use the best tools with the best methods. Now more than ever we must ensure that as teams and as individuals, we employ effective communication, streamline our information management and collaborate in ways that maximise flexibility and minimise double-handling.

### This course will help you:

- Create a consistent focus on priorities
- Gain control of your inbox and your time
- Communicate within and across your teams
- Collaborate and share information, even when working remotely
- Reduce information overload and stress

A Better Way To Work

**Priority Management - Perth**

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# Synopsis:

## WorkingSm@rt Essentials: Outlook+Teams+OneNote

The WorkingSm@rt Essentials workshop has been designed for teams wishing to sample our three most popular courses and maximise outcomes while minimising learning time.

Priority Management helps you create effective individual and team behaviours combined with optimal use of technology, to control your time, maximise collaboration, and streamline information handling

### WorkingSm@rt Essentials: Microsoft Outlook

#### **WorkingSm@rt Best Practices**

- Understand how to identify the work of highest value and choose the right tool for the job every time.

#### **WorkingSm@rt Outlook Settings**

- Customise Outlook views and settings to enhance focus, increase productivity and eliminate unhelpful habits.

#### **Streamline Email Management**

- Learn Best Practices for handling emails, especially those you cannot act on immediately, and adopt effective filing and finding habits.

#### **Schedule for Success**

- Be more strategic in how you invest your time each day, to achieve consistent, timely delivery of your highest priorities.

### WorkingSm@rt Essentials: Microsoft Teams

#### **Communicating in Microsoft Teams**

- Learn Best Practice behaviours to assess and improve your Team Culture. Choose appropriate communication tools within Teams and use these effectively.

#### **Teamwork in Microsoft Teams**

- Uncover the power of Microsoft Teams by creating Teams, Channels and Tabs that support team success.

#### **WorkingSm@rt Teams Settings**

- Customise Teams settings to help you minimise distraction and Work Sm@rt with enhanced focus.

### WorkingSm@rt Essentials: Microsoft OneNote

#### **Information Management Best Practices**

- Learn the Life Cycle of Information and assess your information storage habits.

#### **Setting up OneNote for Success**

- Create Notebooks with a practical structure and apply OneNote versions and settings for success.

#### **Capturing Information with OneNote**

- Learn OneNote basics and capture a variety of information types, from text to tables and drawing to documents.

#### **Advanced OneNote Features**

- Learn Best Practices and OneNote features to reduce “Mind Traffic” and minimise double-handling.

#### **OneNote and Beyond**

- Utilise OneNote features to capture actions and collaborate across Teams and Outlook.



### **Unique Benefits of Learning with Priority Management**

- All course materials are included in the workshop fee.
- Optional Support Package: 45 minute one-on-one follow up coaching ensures individual learning requirements are met.