



Organize Now

1-day Instructor Led course on site OR three 2-hour sessions Virtual Instructor Led via the web

Who Should Attend

This updated time management course is designed for Individuals and/or Teams who want to do more with their day.

Prerequisites

A working knowledge of Outlook is needed as the class does not teach how to use Outlook but rather teaches how to use Outlook as a productivity tool combined with today's time management techniques to effectively manage workflow.

Learn How to Apply the Two Guiding Principles of

Organize Now

1. **Capture all the things you need to get done** – now, later, someday, big, small, or in-between – into a logical and trusted system outside of your head.
2. **Discipline yourself to make front-end decisions** about all of the information that come your way each day such as: face-to-face interactions, phone calls, mail, memos and electronic communications.

Course Highlights

Organize Now is designed to:

- Provide you and your team with the knowledge and skills to effectively use Outlook as your essential organizational system
- Enhance both personal and team productivity, while giving everyone more control over activities and information
- Consistently capture key business information
- Improve your ability to quickly prioritize and make decisions about "what's next"

What the Course Provides

Organize Now is an essential management skills program designed to provide you with the knowledge, skills, and competencies to effectively use Outlook as your organizational system.

This course will help enhance personal and team productivity and performance, while giving you more control over activities and information.

By providing immediate access to key business information you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

What Participants Learn

Upon completing this course, participants will be able to:

- Establish a daily plan for achieving goals and focus on areas of greatest return
- Plan, communicate and work effectively in teams
- Delegate the right tasks to the right people
- Control multiple tasks and commitments with greater ease

Course Outline

- Introduction: Organize Now
- Workload Management: 101
- Outlook: Your Business Solution
- Calendar: The Hard Landscape of Your Day
- Tasks: To Do or Not To Do
- Email: A Formula for Success
- Contacts: Manage Your Relationships
- Team Tools: Charter Anyone?
- Organize Now: Action Plan

*Customize for your organization.
Call today for details.*

In the **Organize Now** training session, you access your real information. What better way to apply these concepts than to those items that demand your time. **Now** .

Course Materials

Each participant receives a copy of a **Organize Now** manual for after class reference and review.