

Detailed Synopsis:

WorkingSm@rt® in the 21st Century

Priority Management's WorkingSm@rt in the 21st Century Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviours and optimize the use of technology to take control of your time, productivity, collaboration and work results.

Unit 1: Working in the 21st Century

In this unit we will look at the evolution of organizations from the strict command and control environments to the current day model of teamwork and self-management to better understand how it has impacted today's knowledge workers.

Unit 2: Building Your Business Management Tool

In this unit we ensure that the tools we are using are configured to apply best practice behaviours. This involves changing some of the default settings and default configurations.

Unit 3: Managing Your Tasks

In this unit we will look at the history of workload and task management to better understand its individual, team and organizational impact. We will also be introduced to best practices and how to apply them to our chosen productivity tools.

Unit 4: Managing Your Time Fixed Commitments

In this unit we will look at using our calendar as a time management and work/life balance tool. In addition we will look at the current reality around meetings and you will be introduced to best practices and apply them in your chosen productivity tools.

Unit 5: Managing Your Emails

In this unit we will look at the current situation being faced by organizations and individuals around email communication and its impact on productivity. As well you will be introduced to best practices and apply them with your chosen productivity tools.

Unit 6: Managing Your Communications

In this unit we will look at how communications impact office morale and productivity as well as you will be introduced to best practices and how to apply them to your chosen productivity tools.

Unit 7: Building Your Annual/Monthly/Daily Plans

In this unit we will look at the relationship between the strategic and tactical worlds and how to ensure we are reaching our Work/Life balance by defining six key areas. You will be introduced to best practices and how to apply them to your chosen productivity tools.



A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com