



## WorkingSm@rt® + Google

### Who Should Attend:

Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use Google and are not optimizing the potential of this tool.

### Format:

- Full day or two half day instructor-led sessions, in class or online
- Coaching session to reinforce learning

### Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

### Related Training:

- WorkingSm@rt® 365
- WorkingSm@rt® in Meetings

## Turn your intentions into actions and your actions into results

Tame the Digital Deluge and increase your productivity. Receive hands-on skills instruction to help you absorb proven techniques for an effective time management solution that integrates communication, tasks, activities and planning.

### This course will help you:

- Focus consistently on priorities
- Gain control over high volume email and tasks
- Improve communications
- Manage time, tasks, and activities
- Take a 'business planning' approach to Google

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](http://www.prioritymanagement.com)

# Detailed Synopsis:

## WorkingSm@rt® using Google

Priority Management's WorkingSm@rt® using Google 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: Being Productive

This unit will introduce you to the key elements to help you refine your organizational toolkit. It will increase your understanding of the areas that add greatest value and the need to prioritize. With this productivity platform in place, you will be in a better position to recognize and manage distractions and interruptions.

### Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what's available in the Google "toolbox" and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

### Unit 3: Manage Your Emails Effectively

We will show you how to manage your emails. You will learn ways to manage emails you can't act on immediately and learn how to deal with low priority emails. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

### Unit 4: Managing Commitments to Enable a Sense of Achievement

You will learn the importance of the Google Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process that ensures achievement.

### Unit 5: Achieve Better Results Through Effective Communication & Delegation

Learn how to plan, capture and follow up effectively on important communications and delegations.

### Unit 6: Priority Planning For Results

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent on time delivery you will be able to have a greater sense of accomplishment individually and as a team member.



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](http://www.prioritymanagement.com)