WorkingSm@rt®

Personal Productivity with Google Workspace



Master Google's tools to drive productivity and take control of your time.

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.

You don't need more hours in the day. You need a better way to work.

Format:

- 1 x 4 to 6 hours, instructor-led online session
- One-on-one personal coaching session with a skilled facilitator

What's Included

- **Comprehensive Learning Guide and Resource Manual:** Individual Virtual Learning Guide plus supplements with training content to refer to, whenever you want.
- **Ongoing support:** WorkingSm@rt Helpdesk, no matter where you work.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

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.

Discover how to:

- 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.

Related Training:

- Working Sm@rt: Managing Meetings in the AI Workplace

Priority Management Training Limited

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Synopsis: Master Google's tools to drive productivity and take control of your time

- Do you struggle with being too distracted and lack focus?
- Do you feel like you're drowning in an overflowing inbox you can't get under control?
- Do you miss deadlines and let people down by dropping the ball?
- Do you feel overwhelmed trying to keep on top of too many commitments?
- Do you waste time trying to find documents and information when you need them?
- Do you lose traction on priorities during the day and procrastinate?
- Do you find it hard to delegate tasks effectively to colleagues or team members?
- Do you suffer stress from poor planning and last minute "firefighting"?
- Are you unsure how to have effective communications that drive results?
- Do you want to achieve more meaningful accomplishments each day?

"Being busy isn't the same as being productive."

WorkingSm@rt helps you break free from reactive working habits and take control of how you spend your time. You'll learn practical, proven approaches to managing priorities, commitments and information, supported by Google Workspace.

The result? Less firefighting. Fewer distractions. Greater focus. And the satisfaction of finishing your day knowing you've made real progress.

Unit 1: Being Productive:

Introductions to the challenges arising from the modern workplace expectations placed upon knowledge workers. You will also learn about the fundamental principles of productivity. With that context in mind, you will be in a better position to focus on the tasks with the greatest return on your investment of time.

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

Gain a deeper understanding of what's available in the Google Workspace "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 Workload with Tasks:

Learn how to capture and plan the execution of your flexible pieces of work. You will also learn how Google Tasks can help you keep track of work you have asked others to do.

Unit 4: Managing Your Time Commitments:

Learn the importance of the Google Calendar and how to avoid "planning fallacy". Exercises help you become a better time manager, starting the process that ensures achievement.

Unit 5: Managing Your Email Effectively:

We will show you how to better manage your email in Gmail. You will learn how to extract the work from your Inbox and quickly file emails you need to retain. You will discover that you can work from an empty Inbox.

Unit 6: Managing Your Communications:

You will learn how to plan, capture, and follow up on time, every time in Google Contacts.

Unit 7: Planning For Results:

Discover how the planning cycle helps you make more strategic daily choices.

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A Better Way To Work

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