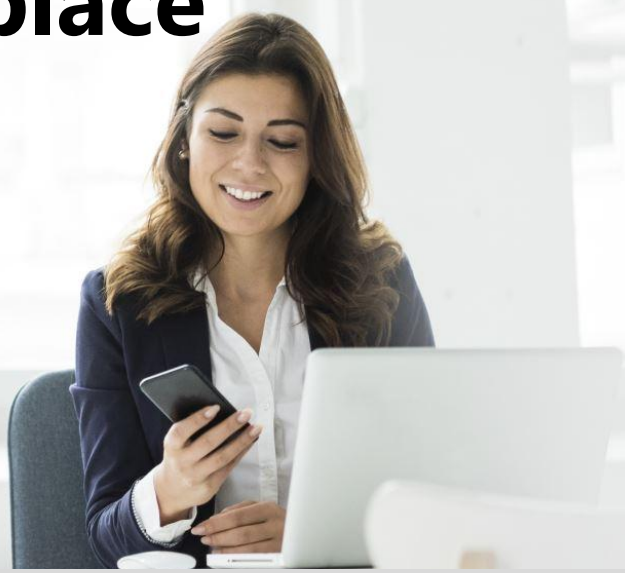
WorkingSm@rt®

Personal Productivity in the AI Workplace

Priority®
A Better Way To Work



AI is making work faster.
So why are you still struggling to keep up?

Who Should Attend

Busy professionals who have too much to do and never enough time to do it. Whether you're a manager, team leader, administrator or specialist, if your working day is dominated by emails, interruptions, competing priorities and unfinished tasks, this course is for you.

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

Format:

- 1 x 4.5 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.

Take back control of your working day

More technology. More AI. More demands on your time. So why doesn't work feel any easier?

Microsoft 365 and Copilot can help you work faster, but technology alone won't solve your productivity problems.

WorkingSm@rt shows you how to take back control of your working day, focus on what really matters and turn powerful technology into genuine productivity improvements.

AI can help you do things faster. WorkingSm@rt helps you do the right things.

Discover how to:

- Stop firefighting. Start focusing on what really matters.
- Tame your inbox, Teams messages and the flood of AI-generated information.
- Cut through the noise and communicate with purpose.
- Take control of your commitments and stop letting deadlines control you.
- Make Microsoft 365 and Copilot work for you, not the other way round.

Related Training:

- Working Sm@rt: Team Productivity in the AI Workplace
- Working Sm@rt: Managing Information in the AI Workplace

Priority Management Training Limited

✉ : Info@PriorityManagementTraining.ie 📞: +353 (0)1 584 6376 💻: www.prioritymanagementtraining.ie

Synopsis: WorkingSm@rt: Personal Productivity in the AI Workplace

AI is making work faster. So why are you still struggling to keep up?

- Are you buried in an avalanche of emails, Teams posts, AI generated output?
- Do you feel out of control and overwhelmed at work?
- Does your to-do list grow faster than you can clear it?
- Are urgent demands constantly pushing your important work aside?
- Do you have a never-ending to-do list?
- Does everyone else's urgent problem become your priority?

"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 Microsoft 365 and Copilot.

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

This unit will help you enhance your organisational skills by focusing on the most valuable tasks and prioritising them. You'll learn how Lean processes can improve Personal Productivity and achieve Objectives. We will also explore how AI / Copilot can boost individual productivity.

Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what's available in the Outlook "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 Work Effectively

We will illustrate methods for efficiently organising your tasks, allowing you to handle a large workload with changing priorities. You'll learn how Microsoft Outlook can help you stay organised and seamlessly connect with other tools such as Microsoft OneNote and Microsoft Teams. Furthermore, you'll acquire techniques for summarising information and preparing for meetings and projects using Copilot. Lastly, you'll uncover simple strategies to keep your inbox consistently clear.

Unit 4: Managing Commitments to Enable a Sense of Achievement

You will understand the importance of the Outlook Calendar and how to avoid the "planning fallacy." The exercises will improve your time management skills and help you achieve a sense of accomplishment. Additionally, you will learn to use Copilot to aid in effective prioritisation.

Unit 5: Manage Information Effectively

We will show you how to structure your knowledge repositories (Storage Folders, Internet Browser, Microsoft OneNote) and be able to retrieve any stored information instantly, including creating copilot prompts to enhance email search capabilities across 365 apps.

Unit 6: Manage Working with Others

You will learn how to work with others by mastering delegation and controlling interrupts and, how to use Copilot to summarise interactions with colleagues and identify assigned actions.

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Priority Management Training
Email: Info@PriorityManagementTraining.ie
Tel: +353 (0)1 584 6376
Web: www.PriorityManagementTraining.ie

© 2026 Priority Management V2.4 Date: 11 November 2026