WorkingSm@rt®

Priority®
A Better Way To Work

Managing Information in the AI Workplace



What if your team never needed to send another internal email?

Who Should Attend

For anyone who knows the information exists but can't find it when they need it.

Ideal for individuals and teams drowning in documents, emails, notes and scattered information who want a simpler, more effective way to manage and share knowledge.

Format:

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

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.

More information. More places to store it. But can anyone find what they need?

Your organisation has more information than ever. So why does finding the right information still take so much time?"

Documents, notes and important decisions are scattered across emails, Teams, SharePoint and personal files. People waste valuable time searching, asking colleagues for information or recreating work that already exists.

WorkingSm@rt helps you **bring order to information chaos**, making knowledge easier to capture, organise, find and share using Microsoft 365 and Copilot.

We've eliminated unnecessary internal emails. We'll show you how.

Discover how to:

- **Stop searching** and find the information you need.
- **Bring order to information chaos** with Microsoft OneNote.
- **Eliminate unnecessary internal emails** and Teams messages.
- **Connect your information** across Microsoft 365.
- **Make knowledge sharing effortless** for individuals and teams.

Related Training:

- Working Sm@rt: Personal Productivity in the AI Workplace
- Working Sm@rt: Team Productivity in the AI Workplace
- Working Sm@rt: Managing Meetings in the AI workplace

Priority Management Training Limited

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Synopsis: WorkingSm@rt: Centralising All Your Data

You know you've got that information somewhere. But where?

- Are important documents and notes scattered across different applications and locations?
- Do you waste time searching for information you know already exists?
- Are colleagues constantly emailing or messaging each other for information?
- Is valuable knowledge buried in inboxes, personal folders or forgotten files?
- Does everyone have their own way of organising information, making sharing difficult?
- Are you duplicating work because nobody can find what someone else has already done?

Information should be an asset, not an obstacle.

WorkingSm@rt helps individuals and teams move beyond scattered documents, endless searches and unnecessary communication to create a simpler, more effective way of managing information.

Using practical Lean principles and Microsoft OneNote, you'll learn how to **capture, organise, retrieve and share knowledge** so the right information is available when and where it's needed.

The result? **Less searching. Fewer interruptions. Better knowledge sharing. And information that works for you, not against you.**

Unit 1: Stop Drowning in Information

Discover why information becomes difficult to manage and how better working practices can help you capture, organise, store and share knowledge more effectively.

Unit 2: Bring Order to Information Chaos

Learn how to use Microsoft OneNote to create structured, accessible notebooks that keep important information organised and easy to find.

Unit 3: Capture It Once. Find It When You Need It.

Stop losing valuable information in scattered notes and documents. Discover how to capture different types of information and create practical templates that make knowledge easier to manage.

Unit 4: Share Knowledge. Stop Duplicating Work.

Learn how to work together using shared OneNote notebooks, making information accessible to colleagues and reducing unnecessary duplication and communication.

Unit 5: Stop Searching. Start Finding.

Make information easy to retrieve using links, tags and effective organisation. Spend less time searching and more time using the knowledge you've already captured.

Unit 6: Connect Your Information. Eliminate Unnecessary Emails.

Discover how OneNote works alongside Outlook, Teams and Copilot to streamline information sharing, reduce unnecessary communication and create a more connected way of working.

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