WorkingSm@rt®

Priority®
A Better Way To Work

Eliminating Emails in the AI Workplace



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

Who Should Attend

For anyone overwhelmed by endless internal emails, Teams messages and requests for information.

Ideal for individuals and teams who want to reduce unnecessary communication, improve information sharing and spend less time searching for answers.

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.

Stop sending emails. Start sharing information.

How much of your working day disappears into emails asking for information, sharing updates or chasing answers?

Despite having more communication tools than ever, we still spend valuable time sending messages, searching for information and duplicating work.

WorkingSm@rt shows you how to replace unnecessary internal emails with smarter ways to capture, organise and share information using Microsoft 365, OneNote and Copilot.

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

Discover how to:

- Reduce unnecessary internal emails and Teams messages.
- Stop repeatedly asking colleagues for information.
- Create a shared knowledge hub using Microsoft OneNote.
- Make information easy to find, access and update.
- Use Microsoft 365 and Copilot to work and communicate more effectively.

Related Training:

- Working Sm@rt: Empty Inbox 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

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

Synopsis: WorkingSm@rt: Eliminating Emails in the AI Workplace

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

- How many emails do you send simply asking colleagues for information?
- Are important decisions and updates buried in endless email chains?
- Do people repeatedly ask questions that have already been answered?
- Is valuable knowledge trapped in individual inboxes and personal folders?
- Are you constantly forwarding documents and information to colleagues?
- Could your team work more effectively without so many internal emails?

The best way to manage unnecessary emails is to stop creating them.

WorkingSm@rt shows you how to replace unnecessary internal emails with a simpler, more effective way of capturing, organising and sharing information.

Using practical Lean principles, Microsoft OneNote and Microsoft 365, you'll learn how to make information accessible to the people who need it, without endless messages and requests.

The result? **Fewer emails. Less searching. Better collaboration. And more time for productive work.**

Unit 1: Why Are We Sending So Many Emails?

Discover why information becomes scattered across inboxes, messages and files. Learn how better working practices can reduce unnecessary communication and make knowledge easier to capture, organise and share.

Unit 2: Replace Emails with Organised Information

Learn how to use Microsoft OneNote to create structured, accessible notebooks that keep important information organised and available, reducing the need to email colleagues for answers.

Unit 3: Capture Information Once. Share It Easily.

Stop repeatedly sending the same information. Discover how to capture different types of knowledge and create practical templates that make information easier to organise, reuse and share.

Unit 4: Share Knowledge. Stop Emailing Documents.

Learn how shared OneNote notebooks make information accessible to colleagues, reducing unnecessary email attachments, repeated requests and duplicated work.

Unit 5: Stop Asking. Start Finding.

Make information easy to retrieve using links, tags and effective organisation. Help colleagues find answers themselves instead of sending emails asking where information is stored.

Unit 6: Connect Your Information. Eliminate Unnecessary Emails.

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

Priority®
A Better Way To Work

Priority Management Training

Email: Info@PriorityManagementTraining.ie

Tel: +353 (0)1 584 6376

Web: www.PriorityManagementTraining.ie

© 2026 Priority Management V2.5 Date: 11 November 2026