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Getting Things Done with Microsoft Outlook and Other Productivity Tools

Fees per delegate: R2 950.00 (excluding VAT)

Your challenge

The world of work has changed dramatically over the past few years. People find it to be hectic, busy, stressful, demanding and time and life consuming. They have lots of things to do and the time available seems to be shrinking. E-mails keep pouring in and many people end up living in their Inboxes.

In spite of all the dreams about a paperless office, desks and offices remain cluttered, thereby creating a work space that is unproductive and energy draining. Often people spend long hours at the office and this may lead to the neglect of their personal and family time.

The solution

How would you like to...

- ◆ Be more relaxed and less stressed.
- ◆ Work with great clarity and focus.
- ◆ Be well organised and find information in a flash rather than wasting time looking for it.
- ◆ Use Outlook as a business productivity tool and not just for e-mail and meetings.
- ◆ Integrate all modules of Outlook (Inbox, Calendar, Contacts, Tasks, Notes, Journal) into one seamless information management system.
- ◆ Work with a clean desk and a clear mind.
- ◆ De-clutter your desk and office and work in a highly productive environment with the minimum of distractions and interruptions.
- ◆ Save 30 minutes every day (that's 3 weeks per year) that you can use more productively to increase your value to your company, or do the things you really enjoy doing.

Outcomes of this workshop:

- ◆ Get a time proven system, tips, tricks and techniques for high performance workflow management.
- ◆ Implement the above to transform your workspace into a productive environment.
- ◆ Set Outlook up as a business productivity tool for improved planning, communication, delegation, follow-up and tracking of your commitments.
- ◆ Discover guiding principles to work more productively by a very simple, practical approach of "extended in-basket processing".
- ◆ You have a seamless transition between the workshop and "back in the office"; bring your laptop or memory stick along and take your day's work back with you.
- ◆ You can immediately start managing your small projects more effectively by using Outlook as your "dashboard", linking project planning with relevant documents created in Mind Manager, Word, Excel, etc. To this end you will receive a freeware version of Mindman Personal to use during the workshop as a brainstorming tool when planning your current projects.

During the workshop you will have access to Outlook on a dedicated computer. We will supply a computer for you, or you may prefer to **bring your own laptop** to the workshop, which means that you are "live" immediately (If you work in a corporate environment, please ensure that your Outlook will function properly while off-line). Please bring your power cable and 3G card!

For more information and online bookings visit us at www.ees.co.za

Workshop Outline

General Outlook and other Windows productivity tips

- Keyboard shortcuts in Outlook
- Keyboard shortcuts in Windows
- Customising Outlook to suit your way of working

Principles of working more productively

- Get it out of your head and into your system – creating a calm mind
- Clarity brings power
- Be where you are
- Separate action from reference
- Group similar actions together
- A place for everything and everything in its place
- Take your regular productivity pit stops
- Batch process your e-mail
- Deal with things when they show up not when they blow up
- Say “no”
- Minimise interruptions and distractions

High performance workflow management

- The phases of high performance workflow management
- Your “Map for Action”: How to process new inputs by asking simple questions
- The value of “managing actions” vs. “managing time”
- “Extended IN basket” processing (e-mail, voicemail, dictation, paper and other physical input, messages, interruptions, delegated work) to define your system

Productivity tips for Outlook and how to create and integrated information management system

- Calendar
- Tasks
- Notes
- Contacts
- Journal
- Auto create new items
- Using MS Outlook as a total-life reminder system
- Managing information for your smaller projects

How to deal with your e-mail more effectively

- Structuring your e-mail folders
- Reference folders
- Action folders
- How to use “Rules” to stay on top of your mail
- Applying the “Map for Action” methodology to your e-mail Inbox
- Creating Notes, Tasks, Calendar items and even new e-mail from items in your Inbox

Winning the war between you and your desk

- The impact of clutter
- Use the Map for Action to transform your workspace into a productive environment
- How to set up an effective paper management system
- The Magic 6: tools to help you get and stay organised
- Strategies to stay clutter-free

How is this workshop different from other Outlook training and paper management workshops?

This is not a “This is Outlook” course. We assume that you are already familiar with Outlook, and take you to a whole new level of using Outlook more productively. We handle both Outlook 2003 and 2007 in the same workshop.

This workshop is about improving your personal productivity in the workplace, and incorporates using Outlook in a totally different way. Apart from getting one of the very best systems to manage your workflow, you also receive implementation tools, follow-up e-mails, newsletter with tips, monthly teleconference on productivity and work- life balance and never-ending support.

Included in your package are:

- ◆ Lunch and refreshments; parking
- ◆ Your own computer and Outlook data file for the day (or work on your own laptop)
- ◆ A small group (guaranteed no more than 15)
- ◆ Implementation CD
- ◆ Workbook and reference manual
- ◆ Wooden desk organiser with five action files to manage paper based information and actions
- ◆ Follow-up e-mails, newsletters and teleconferences to support you

About your expert presenter

Duncan Hattingh's industrial engineering background makes him well qualified to share the workflow management tips, tricks and techniques based on time-proven principles of working more productively. Prior to joining Gerrit Cloete and Productivity Pit Stop in September 2006, he was a project consultant in supply chain design with Industrial Logistics Systems. He was personally trained and coached by Gerrit Cloete to facilitate this workshop, as well as individual productivity coaching.

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Name of workshop/seminar: _____

Date of workshop/seminar: _____

Fees per delegate: _____

DELEGATES' DETAILS

No	First name	Surname	Designation	Cell phone number	Email Address
1.					
2.					
3.					
4.					

WE OFFER THE FOLLOWING DISCOUNTS AND SPECIAL OFFERS (BUT NOTE THAT YOU CANNOT COMBINE DISCOUNTS 1, 2 AND 4!)

1. Full payment seven working days from the date of your invoice gets you a 10% discount!
2. Should you be interested in attending a specific workshop that is not presented in your area, and you need to fly and stay over, we offer you a 20% discount on that event.
3. Register three delegates for an event and a fourth delegate may attend free of charge.
4. A 35% discount to NGOs.

Organisation: _____

Special dietary requirements: _____

Vat registration: _____

Disabilities: _____

Postal address: _____

_____ Code: _____

Contact person: _____

Tel: _____

Signature: _____

Fax: _____

Email: _____

Date: _____

I have accepted the conditions printed below (please tick):

FAX THE COMPLETED REGISTRATION FORM TO RYAN AT (011) 726 2400.

ENQUIRIES: Phone Ryan (011) 726 3040 or e-mail him at ryan@ees.co.za

PAYMENT (PLEASE NOTE THAT FEES ARE PAYABLE PRIOR TO THE START OF THE WORKSHOP):

Electronic Transfers:

Bank: FNB **Branch:** Northcliff **Branch Code:** 253 705 **Account No:** 62063883964

Account Holder: Equity Compliance and Solution (Pty) Ltd

Cheques to be made payable to *Equity Compliance and Solution*.

Once payment has been made, please fax through proof of payment. Please do not mail any payments.

TERMS AND CONDITIONS

1. **Cancellations:** Should you be unable to attend, we will accept your written cancellation by no later than 7 working days prior to the start of the workshop, in which event a cancellation fee of 25% will be charged. Thereafter, we regret we are unable to refund any fees, although in such cases we would be happy to welcome a colleague who would substitute your attendance or keep the credit for a following workshop with the same monetary value. Please note that the cancellation fee of 25% will still apply in such event. All cancellations must be confirmed in writing. 'No shows' on the dates of the workshop are still liable for the full payment. This clause also applies where we have received your registration form, invoiced you and awaiting your payment.
2. **EES-SIYAKHA** cannot guarantee that all events will go ahead as advertised, and as a result is not liable for any transportation or accommodation costs incurred related to the prospective attendance of an event that does not go ahead on the adver-