



# Focus | Plan | Do It

Improve Productivity ... Reduce Stress

- Teams are doing even **more with less**
- Many spend their day swamped in **email**
- Work encroaches on **personal life**
- Back-to-back **meetings** add challenges
- **To-do lists** feel overwhelming

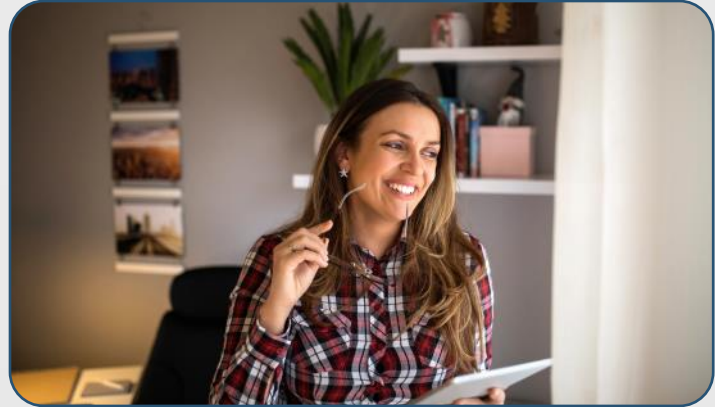
How can we effectively manage an ever-increasing and complex workload, in a world of unprecedented change ... and still have time for personal life?

Positive People have developed this interactive, hands-on programme to support busy staff at all levels, providing an approach which puts you in control, improves productivity and reduces stress.

## LEARNING OUTCOMES:

In these events, participants will learn how to:

- ✓ Skilfully manage a busy schedule.
- ✓ Feel on top of work and home life.
- ✓ Get the inbox back to empty.
- ✓ Get the best from corporate productivity tools.
- ✓ Effectively plan and progress projects.
- ✓ Clarify roles, prioritise goals, learn to say "No!"



## PROGRAMME HIGHLIGHTS

The course has 3 elements to help participants maintain control of their busy workload:

### 1) FOCUS

- Identifying and focusing on our priorities
- Managing projects effectively
- Creating to do lists that work

### 2) PLAN

- A 5-stage approach to manage our inputs
- Capturing effectively into external tools
- Embedding the Weekly Review

### 3) DO IT (FOR MICROSOFT USERS \*)

- Getting the best from Outlook (inbox zero)
- Setting up Microsoft OneNote effectively
- Synchronising the tools
- Using Microsoft To Do and Planner

## FORMATS

The programme can be delivered in various formats:

#### ◆ Self-Guided

Participants log-in and progress at their own pace

#### ◆ Supported

3 x 2-hr live sessions using the eLearning as support

#### ◆ Blended

Short introductory welcome session

2-hour technical sessions (Do It)

Self-guided eLearning for Focus/Plan frameworks.

Live events are delivered through Teams or similar platforms. Worksheets and handouts are provided in a variety of formats.

\* Do It section is also available for Google-based organisations.



More information at  
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