

Outlook Productivity Essentials

Getting The Right Things Done – Easier, Faster, Better

You arrive with your Outlook. You leave being able to use it as one of your most important business productivity tools.

We invite you to join a hands-on-the-keyboard workshop to improve your personal productivity and enjoy these benefits our clients keep telling us about (workshop content on next page):

- On average save 40 minutes every day that you can use for more productive causes.
- Have less stress.
- Work with clarity and focus on outcomes and next actions to get things done.
- Get more done with less effort.
- Prioritise by taking your context into consideration, not a static ToDo list.
- Minimise interruptions and distractions.
- Conquer the myth of “multitasking”.
- Use Outlook as a business productivity tool, and not just for email and meeting management like most other people in most other companies do.
- Process, organise and access your email like a master and in a proactive way.
- Get tips, tricks and shortcuts that are guaranteed to make your life a lot easier.

This is an invitation to join a small group (no more than 12) for an intensive and interactive hands-on-the-keyboard workshop to help you increase your personal productivity. You will be working on your own Outlook and implement improvements **in real time**. By the time you leave, your new system will be up and running.

What people say about this workshop (content on next page)

- It will benefit you in eliminating your intimidating Inbox! - Riekie Snyman
- I can already see the time this will save me – and also how it will help me to “keep up with” and not miss important items. – Claire Lees
- Great, easy to implement ideas to manage commitments and expectations. - Zoleka Ngcete
- Great efficiency workshop. Hazel Bethel
- Productivity made easy. - Jackie Steyn
- Outstandingly valuable. - Jill Lithgow
- Add value to my day by freeing up time. - Avril Stroh

- My emails and planning of my tasks are going to be so much smoother and less stressed. Informative, mind changing, an absolute must! – Deidre de Vos
- Really worthwhile – essential for supporting success. – Dena van den Bergh

Bring your laptop and work live in your own Outlook so you don’t have to find extra time to implement your new knowledge and skills afterwards. (We will provide computers under exceptional circumstances.)

At Productivity Pit Stop we have built a solid track record of success since 1991. More than 15 500 people from some of the largest companies in South Africa, including Allan Gray, Tsogo Sun, Vector Logistics, Rainbow, Sanlam, GE, Sasol, PPC, Mr Price, Old Mutual, Liberty Life, Merck, WesBank, TSB Sugar, Hollard, Chevron Texaco, ABSA, Sanlam, Eskom, MUCH Asphalt, Nashua Mobile, Standard Bank, ABSA Capital, Medscheme, Engen, SA Sugar Association, SAPREF, SACD, Stellenbosch University, GIBS, Foschini have participated in our workshops or in our one-on-one productivity coaching. Many smaller companies and individuals have also benefited.

Opportunities in 2019 (subject to change)

Cape Town: 13 February, 13 March, 10 April, 8 May, 12 June, 10 July, 14 August, 11 September, 9 October, 13 November

Johannesburg: 20 February, 20 March, 17 April, 15 May, 19 June, 17 July, 21 August, 18 September, 16 October, 20 November

Venue (subject to change):

Johannesburg: Benvenuto, Randburg
Cape Town: Belmont Square, Rondebosch

Time: 09:00 – 15:00

Fee: R3 300 per person, excluding VAT. Includes material, refreshments, parking, lunch and ongoing email, telephone and webinar support after the workshop.

To book: [Fill in this booking form.](#)

For more information contact gerrit@789.co.za.

See you there!

Gerrit Cloete

Outlook Productivity Essentials

Getting The Right Things Done – Simpler, Faster, Better

With an introduction to “8 Basic Work Habits to Rapidly and Sustainably Increase Productivity”

Important notes

- MS Outlook is used in real time as implementation tool throughout the workshop.
- This outline describes the content of your workshop, **not necessarily the flow** of the workshop. See each topic as a building block in your new productivity “toolkit”.

General Outlook and other Windows productivity and time-saving tips

- Navigate and create new Outlook items 50% faster
- Auto-create new items from any other source of information (Internet, Word, Outlook and more)
- Time-saving keyboard shortcuts in Outlook and Windows

Overview of Productivity Principles and 8 Basic Work Habits

- Think Productive
- Clarity
- Alignment
- Slow down to speed up
- Focus
- Flexibility
- Completion
- Learn and improve

High performance workflow management: Making things happen easier and faster than expected

- A calm mind is a productive mind – get things out of your head and into your system
- “Map for Action”: A system to transform chaos into order
- Make your work visible and actionable. (Your Inbox is NOT your “To Do” list)
- “Action management” vs “time management”

Using Outlook as a business productivity tool

- Time-specific actions: Calendar productivity tips
- Action to be done as soon as possible: Tasks productivity tips
- Prioritising your work
- Delegate whenever you can, and follow up
- Easily manage and communicate items to discuss with others.
- Daily and weekly “review and preview” routines
- Reference information can be kept in Notes

How to organise and process your e-mail more efficiently

- Email triage – high-level email processing
- Structuring e-mail folders
- Use “Rules” to stay on top of your mail
- “Quick Steps” (Outlook 2010 and later)
- Create a “Finding System” instead of a “Filing System”
- Make your work visible and actionable from the Inbox to your Calendar and Tasks

Basic email etiquette

- Managing expectations
- CC and BCC mail
- SHOUTING, acronyms, emoticons
- Making the most of the subject line
- Easy follow-up system using email