

LEVERAGE TIME AND TECHNOLOGY

This curriculum will help provide concrete methods to better organise your time with technology. As days fly by and you are covered with emails, requests, phone messages, text messages, fax, paper, reminders, alarms, applications, the efficient leader of today needs a cutting-edge method to optimise time and to avoid dispersion.

This curriculum will show you how to optimise your dashboard in outlook, master tasks and calendar and to clear your memory to really focus on what matters at the proper time. A real bridge between time management and technology, this modern approach is an absolute must!

Module	Content	Duration
Centralization on Outlook	Calendar, tasks, tools, etc.	120 mins
<i>Homework</i>	Practice tasks and flags.	30 mins
Pro-Active Email Management	Netiquette, email management, Inbox management.	120 mins
<i>Homework</i>	Empty my inbox and start fresh.	60 mins
Coaching	Refresh the principles with the Ambassadors. Answer questions. Follow up on Homework.	90 mins (30 mins with Ambassadors balance in a group format)
Important vs Urgent	Master your priorities.	60 mins
<i>Homework</i>	My time wasters and solutions.	20 mins
Collaborate with One Note	Master OneNote to eliminate email pollution.	120 mins
<i>Homework</i>	One note: Begin the paperless process.	60 mins
Coaching	Make changes permanent.	90 mins (30 mins with Ambassadors balance in a group format)