WorkingSm@rt®

+ iPhone & iPad

Who Should Attend:
Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use iPhones or iPads and are not optimizing these powerful tools.

Format:
- 4-5 hour session using your iPhone or iPad with a Priority Management certified 'WorkingSm@rt' facilitator
- Coaching session to reinforce learning

Tools Provided:
- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

Related Training:
- WorkingSm@rt® using Microsoft Outlook
- WorkingSm@rt® in Meetings

Tame the digital deluge and increase your productivity

Turn your intentions into actions and your actions into results. Receive hands-on skills instruction to help you absorb WorkingSm@rt® methods for a total time management solution that integrates communication, tasks, activities and planning.

This course will help you:
- Take a 'business planning' approach to iPhone & iPad
- Gain control over high volume email and tasks
- Focus consistently on priorities
- Improve communications
- Manage time, tasks, and activities

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at:
www.prioritymanagement.com/contact_us

Detailed Synopsis:

WorkingSm@rt® using iPhone & iPad

Priority Management's WorkingSm@rt® using iPhone & iPad Workshop is an essential management skills program and has been designed to empower you to take control of your work. Priority Management teaches you how change behaviours and optimize the use of technology to take control of your time, productivity, collaboration and work results.

Unit 1: Being Productive

This unit will introduce you to the key elements to help you refine your organizational toolkit with an increased understanding of working on those areas that add greatest value and the need to prioritize. With this productivity platform in place, you will be in a better position to recognize and manage distractions and interruptions using your iOS device.

Unit 2: Setting Yourself Up to Work Sm@rt

You will gain a deeper understanding of what's available in Apple's iOS "toolbox" and configure the main components to emulate the key functions of your desktop application. Learn how to increase your productivity and eliminate unhelpful habits.

Unit 3: Manage Your Emails Effectively

We will show you how to manage your messages. You will learn ways to manage email you can't act on immediately and learn how to deal with low priority mail. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4: Managing Commitments to Enable a Sense of Achievement

You will learn the importance of the Calendar app and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process that ensures a sense of achievement.

Unit 5: Achieve Better Results Through Effective Communication & Delegation

Learn how to plan, capture and follow up effectively on important communications and delegations.

Unit 6: Priority Planning For Results

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent on time delivery you will be able to have a greater sense of accomplishment individually and as a team member.

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