

One Day Professional Development Training



*This one day course gives you the techniques and strategies within Outlook to **reduce time wasted in outlook clutter** and maximise your effectiveness to **control your workload**.*

It will provide you with personal insight into the ways in which you respond to and prioritise tasks. Utilising some of the advanced features and tools within Outlook, this course will demonstrate innovative techniques to become far more efficient.

In this training, learning outcomes will include:

- Identify **areas of distraction** and the warning signs to look for;
- How to **focus your attention** in the right areas;
- Understand the difference between **Urgent and Important** tasks;
- Develop stronger **prioritisation skills** for emails and tasks;
- Understand how to effectively use Categories to **manage projects**;
- Learn advanced features for automation; and
- Tips on using the Calendar more effectively.

This training is ideal for anyone who:

- Manages multiple projects;
- Needs to keep others on track;
- Has difficulty finding the most important thing in the day and get lost in emails.;
- Loves to flagging but don't use it properly;
- Needs an extra 2 hours in their day;
- Has missed a deadline, or forgotten about an important email.

Cost: \$1800 plus GST. Excludes room hire, catering or travel costs. If you require a customised training program to meet your personal needs, an additional fee will apply depending on the level of variation.

Technical Requirements: The client needs to provide internet, project, speakers and printed workbooks at their own cost. (AV equipment can be provided for an additional fee.)



help's inside
THE HINWOOD INSTITUTE

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WHAT PEOPLE ARE SAYING ABOUT TIME MANAGEMENT WITH MICROSOFT OUTLOOK

The whole training was fantastic. Definitely learnt more than expected. Would recommend to my co-workers. I will definitely be using what I learnt today. Exceeded my expectations.

Kiarra Tilmouth

We covered elements that are necessary to being more productive. Effective course!!

Sonsee Isaako

The training was very useful, productive in terms of every day usage for Outlook. It is practical training; easy to implement.

Ghazal Torkfar

An astounding amount of information and processes were covered—very useful workbook. The workbook alone is good value and will be used beyond the course.

F.C.



More About Barbara Clifford (your facilitator)

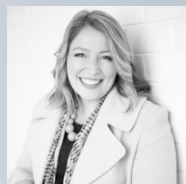
Barbara inspires others with her enthusiasm for making things easy.

Barbara Clifford (The Time Tamer) is a co-founder of The Hinwood Institute. She is the lead trainer and coach in Time Management and she is a recognized leader in Stress Management.

An experienced coach, speaker, columnist and facilitator, Barbara's work with The Hinwood Institute assist people to unclutter mess, make order from chaos and swap the shackles of overwhelm for freedom. Barbara's clients move from the relentless hamster wheel to waking inspired, motivated, making decisions with purpose and achieving peak performance.

She has spent over 20 years working in stressful, time precious industries such as film, hospitality and marketing. Since then, Barbara has worked with small business, Not For Profits, Aboriginal Organisations, Media, Marketing, Aged Care, Universities, Health Services and Cruise Ships. She lives in the desert of Alice Springs, Australia working with people around the world.

WHAT PEOPLE ARE SAYING ABOUT THE HINWOOD INSTITUTE



Barbara has the capacity to explain complex topics simply. Always appreciate her flexibility and understanding of businesses diverse needs. She has a wealth of knowledge that converts to practical outputs.

Sabina Vitacca, Mindfulness Consultant



I attended a workshop Barbara facilitated. She is a warm and natural facilitator and brings her experience to the task at hand in a seamless manner. A pleasure to participate.

Dr Joanna Henryks, Senior Consultant, Matrix on Board



I attended a few of Barbara's talks about time management, procrastination, communication and planning. Her talks are interactive, highly motivating and fun. The business world needs more of these types of speakers.

Stephanie Sugito, Administration & Management Assistant.



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