

Productivity and Time Saving with Microsoft 365

Work Smarter. Reduce Overload. Create Time for What Matters.

In today's workplace, employees face a constant stream of emails, meetings, messages, notifications, and competing priorities. The result is often information overload, reduced focus, and a feeling of never quite catching up.

Productivity and Time Saving with Microsoft 365 is a practical, hands-on workshop designed to help professionals regain control of their workday, manage digital distractions, and build sustainable productivity habits using the tools they already have available, particularly Microsoft Outlook and Microsoft 365.

Participants will learn proven strategies for managing workload, reducing email overwhelm, protecting focus time, and creating efficient digital workflows that drive greater productivity and wellbeing.

Target Audience

This course is ideal for:

- Business professionals
- Managers and team leaders
- Executive assistants
- Project coordinators
- Administrative staff
- Customer service teams
- Anyone looking to improve productivity and reduce workplace overload

Business Outcomes

By the end of this course, participants will be able to:

- Better manage workload and competing priorities
 - Reduce email overload and improve inbox efficiency
 - Leverage Microsoft 365 tools to streamline daily work
 - Build sustainable focus and concentration habits
 - Minimise distractions and interruptions
 - Create effective personal productivity systems
 - Improve time management and workday organisation
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Program Content

Managing Overload and Prioritising Work

Understand the causes of workplace overload and learn practical techniques for managing competing demands.

Key Topics

- Recognising productivity barriers and time drains
- Managing reactive versus proactive work
- Prioritisation frameworks and decision-making
- Reducing workplace stress through better organisation
- Creating a sustainable productivity approach

Business Outcome

Employees gain greater control over their workload, enabling them to focus on high-value activities and improve overall effectiveness.

Digital Productivity with Microsoft 365

Learn how Microsoft 365 applications work together to support a more organised and productive workday.

Key Topics

- Leveraging Outlook as a productivity hub
- Managing tasks effectively with Microsoft To Do
- Creating efficient digital workflows
- Reducing information clutter
- Organising files and documents using Microsoft 365
- Improving collaboration while reducing interruptions

Business Outcome

Teams work more efficiently, spend less time searching for information, and reduce duplication of effort across business processes.

Outlook Inbox Management and Email Efficiency

Discover practical methods for reducing inbox clutter and managing email more strategically.

Key Topics

- Best practices for email management
- Inbox Zero principles
- Categories, flags, and follow-up management
- Quick Steps and Rules automation
- Focused Inbox and email prioritisation
- Turning emails into actionable tasks
- Managing conversations and reducing email traffic

Business Outcome

Employees spend less time processing email, reduce missed actions, and improve responsiveness without becoming overwhelmed by their inbox.

Focus Time and Attention Management

Learn how to protect concentration, reduce distractions, and create space for meaningful work.

Key Topics

- The impact of interruptions on productivity
- Focus and attention management techniques
- Calendar time blocking strategies
- Managing notifications effectively
- Creating and protecting focus time in Outlook
- Balancing meetings with productive work time
- Developing effective daily work routines

Business Outcome

Participants are able to complete important work more efficiently, improve output quality, and reduce the cognitive strain associated with constant interruptions.

Personal Productivity Planning and AI

Bring the learning together with a practical action plan for long-term success.

Key Topics

- Building productive habits
- Measuring personal productivity improvements
- Creating achievable productivity goals
- Developing a 30-day improvement plan
- Establishing accountability and continuous improvement practices

Business Outcome

Employees leave with a realistic and actionable plan that can be implemented immediately to improve individual and team productivity.

Learning Approach

This highly practical workshop combines expert facilitation, live Microsoft 365 demonstrations, guided activities, group discussion, and workplace-based exercises. Participants apply each technique to realistic scenarios, reflect on their own productivity habits, and develop approaches that can be used immediately in their day-to-day work.

- Practical demonstrations using Outlook and Microsoft 365
- Guided, hands-on activities that reinforce key techniques
- Real-world examples relevant to modern workplace challenges
- Opportunities to review current habits and identify time-saving improvements
- A personalised action plan to support sustained productivity after the course

Included with the Program

Participants receive practical resources designed to reinforce learning and support ongoing application in the workplace:

- Comprehensive participant workbook and course notes
- Practical productivity checklists and quick-reference guides
- Step-by-step Outlook and Microsoft 365 tips
- Templates for prioritising work, planning focus time, and managing actions
- A personalised 30-day productivity improvement plan
- Certificate of attendance

Delivery Options

Course: Productivity and Time Saving with Microsoft 365

Duration: 4 Hours

Cost: \$450+GST per person

Delivery: Classroom or Virtual Instructor-Led Training

Level: All Levels

Audience: Business Professionals, Managers, Team Leaders, Executive Assistants, Project Coordinators, Administrative Staff and Customer Service Teams

Business Benefits

Organisations that invest in productivity skills can expect:

- Reduced time lost to email and interruptions
- Improved employee focus and effectiveness
- Better use of existing Microsoft 365 investments
- Increased individual productivity
- Reduced workplace stress and overwhelm
- More consistent work management practices across teams
- Greater capacity to focus on strategic and value-added work

Software Solutions

Empower your team to work smarter, manage information more effectively, and create time for the work that matters most.

Professional M365 training that enables professionals to work smarter, reduce overload, stress and create time for what matters.