

Manage Your Time

Do you look at your email when you want to, or when Outlook tells you to? Do you spend your time reacting to your emails or working on tasks for your business? Do you know that what you are working on will directly help your business? Do you empty your inbox every day? This course will help you to change your habits, focus on your business and could save you over 30 minutes a day!

What Happens?

The package consists of a series of 4 half hour long sessions with your trainer. Using an online classroom, you share your screen with your trainer. This means that you can together discuss how you manage your work and emails with the support of the live data in your Outlook. We first look at how you manage your inbox and suggest ways to improve the process. We then go on to look at the calendar and tasks to ensure that you are in control of the application not the other way round. Each session is scheduled over 1 - 2 weeks and you are given challenges to complete between sessions to reinforce your learning and change the way that you work. You can discuss issues or concerns with your trainer in real time and together come up with a solution that will work for you.

Cost?

The cost of the package is £150 including a headset for four sessions. If you find that this is not enough, more sessions can be purchased for £30 per ½ hour session.

What our clients say

“My oh My! I had 5,000 odd items in my inbox, was getting increasingly reactive to incoming phone and email, and becoming a less effective strategist as a result.

I met Mary at 4N Faringdon, liked her approach, booked up for 4 remote training sessions and it worked. 2 hours training over a couple of months, has radically changed the way I deal with outlook, my inbox is tiny, I use tasks much more, and I'm getting control of my time once more.

Worth every penny and some - so don't delay call Mary today!"

Tim Johnson, Director, 4Networking

Interested?

To book your package, please contact

mary@concisetraining.net

07799 634835

01865 522658