

Google Workspace



Course Overview

The Priority Management Google Workspace workshop has been developed to empower you to take control of your work. We will teach you how to change behaviours and optimise the use of technology to take control of your time, productivity, collaboration and work results. Receive practical hands-on skills instructions to help you absorb proven techniques for a total time-management solution. Integrate communications, tasks, activities, planning, and apply productivity best practices in Google Workspace.

Program Format

This is a 4-hour program that is delivered virtually.

Course Objectives

- Create a consistent focus on priorities
- Gain control of your inbox and tasks
- Improve your communications
- Manage your time, tasks, and activities
- Effectively use and manage integration across key Google Workspace apps: Mail, Drive, Tasks, Calendar, Meet and Chat

Course Outline

Being Productive

The key elements needed to help you refine your organisational toolkit.
Identifying the areas of work that add greatest value
Understanding prioritisation.

Setting Your Up To Work Smart

Exploring the full power of the Google Workspace apps.
Setting up the components that will see you working smarter, with more focus.
Increasing productivity and eliminating unhelpful habits.

Manage Your Email Effectively

Taking control of your emails in Google Mail.
Managing and prioritising emails for improved productivity.
Filing and finding your mail.
Sticking to your priorities regardless of the volume of email traffic.

Managing Commitments to Enable a sense of Achievement

The importance of the Google Calendar.
Utilising Google Meet to effectively manage meetings.
How to avoid becoming a victim of "planning fallacy".
A sense of achievement is possible.

Better Results via Effective Communication and Delegation

Learning how to plan, capture and follow up effectively on important communications and delegations.
Utilising Google Tasks to keep on track.
Exploring how Google Spaces can improve team collaboration.

Priority Planning for Results

Discovering how the planning process works for you.
Becoming more strategic in your daily choices.
Developing consistency and a sense of accomplishment.



Priority[®]

A Better Way To Work

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