



# Your Meeting Matters

Lunch and Learn



A Better Way To Work

**Priority Management Australia**

1300 187 203

admin@prioritymanagement.com.au

www.prioritymanagement.com.au

## YOUR MEETING MATTERS

How much time is spent in meetings, and are the outcomes truly worth the investment? Are your meetings on time, on track, and achieving their purpose?

This powerful session will introduce you to practical processes that can transform your meetings, ensuring they are efficient, focused, and result driven. With the shift to hybrid work, it's more important than ever to streamline meetings for maximum impact.

Gain actionable insights on how to structure, manage, and lead meetings that deliver results, whether in-person, virtual, or hybrid.

This session will provide you with the tools to optimise your meetings, eliminate timewasters, and ensure you consistently achieve your desired outcomes.

Don't miss this opportunity to take control of your meetings and make every minute count!

### Outcomes:

- More productive meetings with clear objectives
- Better time management and less wasted time
- Increased engagement and participation in meetings

### Format

This program is delivered face-to-face or virtually as a 1-hour session.

### Priority Lunch and Learn Presentations

#### **Your Time Matters**

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

#### **Your Copilot Matters**

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

#### **Your Notes Matter**

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

#### **Are You Effective or Efficient?**

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

#### **Your Team Matters**

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

#### **Your Project Matters**

Improve your ability to run projects on time and on budget with insights to make a real difference.

#### **Your Impact Matters**

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

#### **Your Energy Matters**

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.