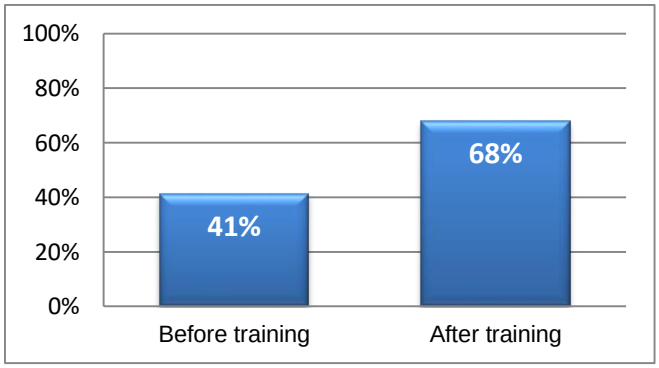
Priority Management

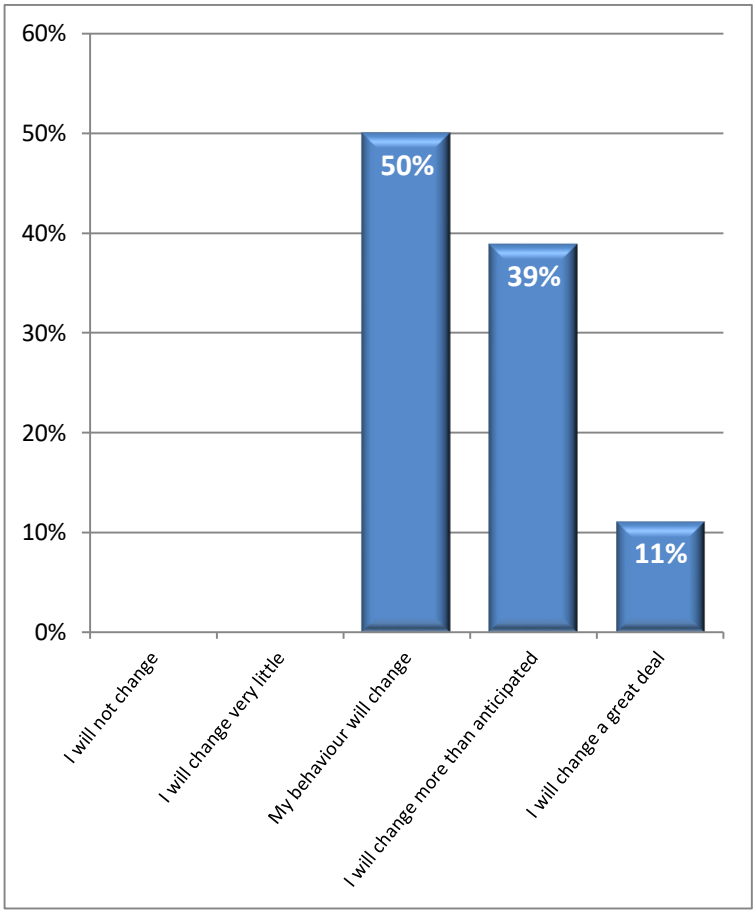
Workshop Evaluation (On training day)

Client :
Workshop : **WorkingSm@rt with Outlook**
Workshop Date: **February 2021**
Number of Participants: **20**
Number of Participants that have completed the evaluation form: **18**

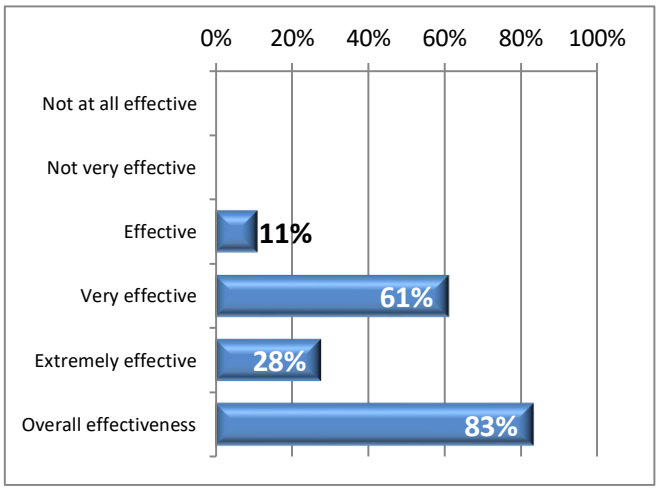
My skills level:



My anticipated change:



Instructor: Knowledge, connection to our business



Information requested by your team:

Modern Teamworking: WorkingSm@rt + MS Teams	5	Designing Meetings: WorkingSm@rt in Meetings	3
Working Effectively: WorkingSm@rt + Outlook	1	Planning Projects: Project Planning Breakthroughs	3
Centralising Information: WorkingSm@rt + OneNote	3	Executing Projects: Outlook4Projects	3

Priority Management, 12 Wilson Walk, London, United Kingdom, W4 1TP
www.prioritymanagement.com/london, operations@prioritylondon.com, +44 (0) 20-8563-2666

Priority Management

Workshop Evaluation (On training day)

How would you describe the benefits of this training to others?

1. Definitely opened me up to the different way of organising writhing office
2. Excellent in saving time and changing the way you work
3. The training clearly goes through how to change your use of emails, calendars and tasks to organise your working life.
4. Very useful in planning your time
5. Especially great I think for new starters so they can get off on the right foot by creating good habits - I can see that i t could be great in terms of improving personal productivity is used well
6. Learnt a lot that I was not aware of before that will benefit my organisation of tasks.
7. Very useful. Could change way I work.
8. Good set of practical steps to follow and implement
9. Change way in which you use outlook to organise your work, from reactive to proactive
10. Not had this sort of training before so unable to say
11. Really beneficial. Suggested ways of organisation which I definitely would not have been aware of otherwise.
12. Wish I had this in my induction training.
13. Useful tools for prioritising tasks and managing emails using Outlook.
14. Extremely useful - SMART

How will you work differently?

1. Use most of what was taught
2. - Will work more in outlook, currently have to do lists in OneNote - will have empty inbox - will feel more confident and comfortable not missing things, especially as part time worker
3. I will definitely have fewer folders and use the search functions instead. I will start to use tasks to organise my to do lists.
4. Plan more effectively
5. I've never used a lot of the functionality we've now set up in outlook prior, quick steps/parts, tasks etc all seem really useful.
6. I will prioritise work more and try to keep my inbox clear
7. I will stop using paper to-do lists and combine my inbox, tasks and calendar in Outlook more effectively.
8. Be more organised and use task more.
9. My emails and calendar are set up differently - putting them in categories/filing will be a big difference, as same as using tasks
10. More organised. Less dictated by my inbox
11. Tasks!
12. Simplify folders, follow up tasks
13. I will be able to manage my work effectively
14. Will set tasks for each day and make sure I have a clear inbox
15. More efficient and organised
16. Using dates/tasks/email filing more effectively.
17. I'llkeep better track of my tasks and especially things I've asked others to do.
18. Planning my schedule against tasks

Other comments

1. The lesson would be better if shortened into three separate lessons
2. Learning about in-depth search function is incredible
3. Very informative session, thanks a lot. We covered a lot of ground but I'm pleased overall.