



WorkingSm@rt[®] from Home 'Boost'

As we all adapt to working from home, there has never been more need for clear priorities, focused daily plans and an ability to maximise our technology. Clients tell us they are struggling with distractions which are littering the days as they try to keep in touch with colleagues, try to focus on what needs attention and juggle this with work suddenly being surrounded by family life. It's a challenge.....So why not support your staff with WorkingSm@rt from Home 'Boost'?

Who Should Attend:

All Employees who have previously attended WorkingSm@rt .

Format:

- 2-hour web-shop
- optional individual or group coaching

Tools Provided:

- best practice handout

Priority[®]

A Better Way To Work

Priority Management (Glasgow) Ltd
37 St Vincent Crescent, Glasgow G3 8NG
T: +44 141 404 3787 / E: info@prioritymanagementscotland.com
W: www.prioritymanagementscotland.co.uk

Maximising productivity in a remote working world

Our World is changing. Success in a remote working environment requires individuals use a shared set of communication, collaboration and planning processes and tools that are far more refined and defined than in a non-virtual workspace.

The ability to self-manage, quickly connect with colleagues, share information and collaborate on tasks has never been greater. The need for a focused daily plan and clarity over the key priorities has never been greater now that people are juggling working from home - which brings all its own distractions and commitments. Priority Management has a 40-year history of training and sees this transition as impactful on work processes and productivity as the launching of emails and networks in the 1980's. Let us help you and your teams find "A Better Way to Work".

- **Unit 1 Setting Up For Success** – A look at what challenges virtual working creates and how to set yourself up for success-motivation, mind-set and workspace.
- **Unit 2 Focus on Your Priorities** – Are we clear on our key priorities? /What impact do they have on what we do next and our decision making?
- **Unit 3 Making Your Day Work** – Taking a look at controlling daily stress and the fundamentals around managing your commitments, incoming communications, tasks and tools in a remote working world.
- **Unit 4 Communicating With Your Colleagues** – How to communicate effectively in a virtual world and make virtual meetings work well.
- **Unit 5 Building My Daily Plan** – How to build an effective and focused daily plan which is even more critical when juggling work with home life.