

MICROSOFT FOR

PRODUCTIVITY NINJA

- UNLOCK THE FEATURES OF MICROSOFT 365
- GAIN CLARITY AND AGILITY
- GET YOUR BEST WORK DONE.



Hello and welcome to

“Microsoft For Productivity Ninja”!



Here are some tips to get the most out of today's session:

- ▶ **Make it interactive.** Our Productivity Ninjas are selected because they have a deep love of all things Productivity. Don't be afraid to ask them questions. They LOVE questions.
- ▶ **Make it real.** We'll be using some of today's techniques in relation to your own work and doing all we can to help you actually implement things immediately. This stuff is useless if kept theoretical, but pretty magical if applied to your real work. So jump in!
- ▶ **Be aware of your resistance.** It's sometimes difficult for people to talk about their work, habits and thoughts. There may be moments today when you feel resistant to some of the techniques presented. Contrary to popular belief, you don't have to be "naturally organized" to have a great productivity system. Give it a go!
- ▶ **Use today to experiment with new things.** At the very worst you can ditch them at the end of the day and go back to your comfort zone ... but who knows, you might just surprise yourself with some amazing changes.
- ▶ **Enjoy it.** Today is a bit like taking your car in for a service - it's your chance to reflect on how you work: refresh, update, tweak, perfect, change and develop.
- ▶ **This workshop is designed for humans – not technology geeks (though ‘geeks’ are always welcome!).** There are no silly questions. Don't panic if your computer does not do what it is told to do. Today is designed to help us humans make better use of technology, and everything is demonstrated and explained in a relatable way.

AT THINK PRODUCTIVE WE ARE PASSIONATE ABOUT HELPING PEOPLE WITH DEMANDING JOBS, ENDLESS EMAILS, UNPRODUCTIVE MEETINGS AND A NEED TO GET THINGS UNDER CONTROL.

WE RUN A RANGE OF SESSIONS AND WE'RE ALWAYS HAPPY TO TALK ABOUT THESE. SO JUST ASK.

HERE ARE SOME PROMPTS TO HELP YOU DOWNLOAD
AND CAPTURE ALL YOUR TASKS AND PROJECTS

Work

- ▶ Projects already under way
- ▶ Commitments/promises to others
- ▶ Messages to send/respond to
- ▶ Meetings to call/prepare for
- ▶ Events planning
- ▶ Admin
- ▶ Key customers/accounts
- ▶ Marketing and sales
- ▶ IT, systems & processes
- ▶ Strategy
- ▶ Presentations and reports
- ▶ Professional learning and development
- ▶ New Projects upcoming or to start
- ▶ Writing/creating/designing to do
- ▶ Logistics and travel
- ▶ Team: delegation and development
- ▶ **What else can you think of?**

Home

- ▶ Big events & special occasions
- ▶ Bills, money and finance
- ▶ Children and school
- ▶ Chores and errands
- ▶ Commitments and promises to others
- ▶ Days out and activities
- ▶ DIY and home improvements
- ▶ Morale and mood
- ▶ Exercise and nutrition
- ▶ Groceries and meals
- ▶ Relationships and friendships
- ▶ Self-care and fun!
- ▶ Shopping and errands
- ▶ Social events
- ▶ Trips and holidays
- ▶ Vehicles and travel
- ▶ **What else can you think of?**



Use this grid to plan how you will structure your second brain.



Give your Projects clear names that describe the end goal or desired outcome, such as "New website launched".

GROUP 1		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.

GROUP 2		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.

GROUP 3		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.



Use this grid to plan how you will structure your second brain.



Give your Projects clear names that describe the end goal or desired outcome, such as "New website launched".

GROUP 4		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.

GROUP 5		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.

GROUP 6		GROUP NAME: _____
1.		6.
2.		7.
3.		8.
4.		9.
5.		10.

Weekly Review Checklist

REVIEW

BLOCK OUT A SLOT, 1-2 HOURS A WEEK,
TO STAY AHEAD.

- Assign a realistic number of tasks per day – relative to the amount of ‘meeting free’ time you have on your calendar.
- Ensure priority tasks for the week ahead are dated / tagged.
- Check calendar for travel, meetings etc.. to prep for.
- Make sure you have scheduled time for self-care.

Daily Review Checklist

- Check your calendar and To-Do tasks for the day align (your number of tasks is realistic for the time you have).
- Consider which tasks you will do when today. You may want to assign time on your calendar.
- Make sure you have time for lunch/breaks.

Planning a Microsoft Team



TEAM 1

Team Name

Team Members	Permission Status

Team Purpose Statement

CHANNEL 1

Channel Name

Channel Purpose

Channel Members

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

CHANNEL 2

Channel Name

Channel Purpose

Channel Members

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

Tab Name

Tab Function

Tab Purpose

Tab Name	
Tab Function	
Tab Purpose	

Planning a Microsoft Team



CHANNEL 3

Channel Name	
Channel Purpose	

Channel Members

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

CHANNEL 4

Channel Name	
Channel Purpose	

Channel Members

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

CHANNEL 5

Channel Name	
Channel Purpose	

Channel Members

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

Tab Name	
Tab Function	
Tab Purpose	

Planning a Microsoft Team



TEAM 2

Team Name

Team Members	Permission Status

Team Purpose Statement

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CHANNEL 1

Channel Name
Channel Purpose

Channel Members

Tab Name	_____
Tab Function	_____
Tab Purpose	_____

Tab Name	_____
Tab Function	_____
Tab Purpose	_____

Tab Name	_____
Tab Function	_____
Tab Purpose	_____



CHANNEL 2

Channel Name
Channel Purpose

Channel Members

Tab Name	_____
Tab Function	_____
Tab Purpose	_____

Tab Name	_____
Tab Function	_____
Tab Purpose	_____

Tab Name	_____
Tab Function	_____
Tab Purpose	_____



**LIST THE SCENARIOS WHERE SENDING A POLL IN OUTLOOK
COULD HELP YOU AND YOUR COLLEAGUES.**

**LIST EMAIL TYPES THAT YOU SEND REGULARLY, WHERE A TEMPLATE
COULD SAVE YOU TIME AND HEADSPACE.**

Outlook Features



LIST EMAIL COMPONENTS THAT YOU SEND REGULARLY, WHERE A QUICK PART COULD SAVE YOU TIME AND HEADSPACE.

BONUS ACTIVITY

THINK ABOUT YOUR WIDER TEAM / DEPARTMENT / ORGANISATION. ARE THERE ARE TEMPLATES OR QUICK PARTS THAT YOU COULD CREATE CENTRALLY TO HELP MULTIPLE PEOPLE?

Action Planning

Use this grid to plan what elements of today's workshop you are going to try out of implement going forward.



'A goal without a plan is just a wish'

Tool	How this tool will impact me and my colleagues	Next steps	Timescale
'Microsoft To Do' to funnel all my tasks into one place.			
Turn off Teams notifications			
Audit our Teams / Channels and Tabs to ensure each has a clear purpose			
Set up new Teams / Channels in line with my goals and objectives			
Use a 'Microsoft Lists' in a Teams Tab to store lists, plans and itineraries			
Use a 'Microsoft Planner' in a Teams Tab to plan an event of project (assigned tasks go to To-Do)			
Upload shared files in a Team			
Use Microsoft Approvals for internal requests			

Action Planning

Tool	How this tool will impact me and my colleagues	Next steps	Timescale
Turn off Outlook notifications			
Delay the delivery of specific emails			
Add Tasks from 'Microsoft To Do' directly on my calendar			
Use Voting Buttons in an email			
Send a Poll in an email			
Set up email Templates for regular email topics			
Use the magic @ in emails			
Share an email straight to Teams			
Send an email directly to 'Microsoft To Do'			
Use the Snipping Tool			
Use the Read Aloud Feature			

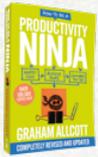
Action Planning

Tool	How this tool will impact me and my colleagues	Next steps	Timescale
Use the Read Aloud Feature			
Use the Translate Feature			
Use the Dictate Feature			
Insert an Interactive Summary Slide in a PowerPoint presentation			
Use Quick Starter to begin a PowerPoint			
Convert a Word document to a PowerPoint presentation			
Insert a cameo in a PowerPoint presentation to share my voice and perhaps video			
Use a Microsoft Bookings to allow others to book directly on my calendar			
Use Microsoft Forms for surveys and quizzes			
Set up a OneNote notebook			
Use Microsoft Viva to track my personal productivity trends			

WHAT'S NEXT?



Head over to the **Productivity Ninja Academy** from today, where you'll find your slide deck and this workbook to help achieve your personal action plans. (You'll gain access as soon as you complete your Survey at the end of this Workshop).



Deep dive into Graham's "**How to be a Productivity Ninja**" book (your eCopy is waiting for you in the Academy).



Make time to to reflect on the workshop you attended. **Think about the key takeaways, insights, and ideas** that stood out to you.



Feel free to **share and practice your newly discovered Microsoft knowledge** to your world of work.



Last but not least, Remember to **track your progress and celebrate your successes** along the way. Don't be afraid to ask for help or support if you need it.



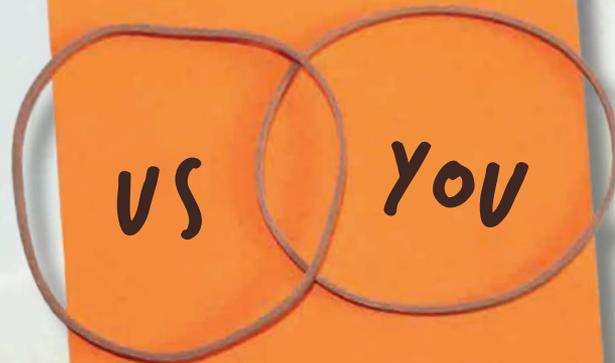
Find us on Social. We'll help keep you on the straight and narrow!

YOU'VE GOT THIS!

THE THINK PRODUCTIVE TEAM!



think
productive
REIMAGINING WORK



Find Out More

We can help your entire organization transform work for the better.

Contact your nearest office

www.thinkproductive.com



Share your learning journey with us!
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