

Overview

FOCUS: Achieving Your Highest Priorities – Microsoft Outlook Edition is a one-day workshop that teaches productivity skills integrated with Microsoft Outlook and FranklinCovey's PlanPlus software. This powerful training helps employees clarify, focus on, and execute their highest priorities—personally and professionally—with the Microsoft Outlook technology they use everyday.

Who Should Attend

All workers within an organization who use Microsoft Outlook as their primary scheduling and information management tool, who need to increase their personal and professional productivity.

Workshop Features

- Teaches how to use PlanPlus, which seamlessly integrates FranklinCovey's productivity principles into the already familiar Outlook environment
- Provides technology best practices to help learners manage the onslaught of information they receive daily
- Gives step-by-step instructions on using the top Microsoft Outlook features for power users to increase the learner's professional capabilities
- Includes effectiveness tips on how to stay focused on the highest priorities
- Provides a goal-setting process to help the learner become more focused
- Includes the Focus Assessment—a pre- and post-workshop evaluation—to personalize workshop content and to measure productivity improvement
- Includes the FranklinCovey Companion Pack for Microsoft Outlook to make your productivity skills portable

Learning Objectives

Participants who experience this workshop discover how to:

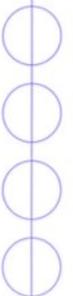
- Stay focused every day with a reliable planning system that integrates key productivity tools
- Gain control of competing demands on time—e-mail, voice mail, meetings, and interruptions
- Apply a goal-setting process that gets better business results based on the learners values
- Use Microsoft Outlook's productivity features to increase effectiveness
- Use FranklinCovey's PlanPlus software to maximize Microsoft Outlook
- Achieve balance and renewal in the learner's life to avoid burnout and frustration
- Reduce stress by recognizing and eliminating low-priority activities and distractions

Workshop Format

Taught as a one-day, facilitator-led workshop in a corporate onsite or public workshop setting.

Facilitator Certification

Participants can certify to teach the new Focus – Outlook Edition workshop through a three-day certification class. Content-licensed facilitators who are actively teaching the Focus workshop need only to attend a one-day certification.



Core Competencies derived from the Focus – Outlook Edition workshop can be mapped to performance statements as outlined below:

CORE SKILLS	CORE COMPETENCIES	PERFORMANCE STATEMENTS Participants will be able to:
Begin with the End in Mind®	<ul style="list-style-type: none"> • Developing vision • Establishing / clarifying values • Setting personal / professional goals • Aligning goals to mission-critical priorities • Focusing on outcomes • Becoming engaged 	<ul style="list-style-type: none"> • Explain the process for focusing on the truly important rather than the merely urgent. • Explain how to develop personal / professional values. • Clarify key objectives of the organization or team / workgroup. • Describe how personal work goals align to organizational mission. • Explain how to set personal goals that align with personal / organizational values. • Identify organizational / personal misalignments with business goals.
Put First Things First®	<ul style="list-style-type: none"> • Executing strategy • Focusing on important rather than merely urgent priorities • Defining enabling tasks to achieve key goals • Eliminating low priorities • Prioritizing tasks • Using planning tools • Managing information 	<ul style="list-style-type: none"> • Break down most important work goals into key tasks. • Assign priority to key tasks. • Ensure that key tasks connect to organizational goals and mission. • Prioritize work on a weekly and daily basis. • Ensure that tasks serve long- as well as short-term goals. • Eliminate low-priority activities to free up time to focus on most important goals and tasks. • Demonstrate how to integrate and use planning tools (paper and electronic) to increase efficiency. • Demonstrate a process for managing information (e-mail, voice mail, etc.) necessary to personal effectiveness.
Sharpen the Saw®	<ul style="list-style-type: none"> • Achieving life balance • Practicing self renewal 	<ul style="list-style-type: none"> • Explain how to balance work and life priorities. • Define key roles and responsibilities that flow from these roles. • Make commitments to renew individual productive capacity.

