

Bio
Pharma
Chem

Skillnet,

Practical Productivity using Gmail



Delivered by:

e-bridge

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Practical Productivity using Gmail

- Would you like to have an empty inbox at the end of each day?
- Would you like to schedule realistic days and never have to worry about forgetting to do or follow-up on a piece of work?
- Would you like have an organised system that will help you work more effectively on a daily basis?

The “Practical Productivity” training course will provide participants with a totally practical and workable solution to managing their workload and time more effectively.

Who should attend?

Anyone who uses Gmail for work, but who finds themselves overwhelmed and constantly distracted by their inbox. This course will enable you to set priorities, manage your time and work smarter.

How will you learn?

This instructor led course takes you through the practical steps of using Gmail and customizing it to suit your workload and priorities. Attendees will be able to implement this course content immediately upon return to the workplace.

The Programme

Time Management Principals

- You can't create time, but you can schedule it!
- Setting Goals & Prioritising
- Tips for getting started
- Break it down
- Prioritise - Important vs. Urgent
- Managing time – Interruptions etc.
- Work Smarter – Communicate & Delegate
- Time Stealers – What are yours
- Top 10 – Time Management Best Practice

Customise Gmail

- Change settings to ensure Gmail is working for you.
- Download the “tasks” add on
- Creating a Signature

Working with your Personal Calendar and Tasks

- Using the Calendar
- Creating / Editing / Deleting Calendar Entries
- Managing Calendar Views
- Working with Reminders
- Manage Event Notifications
- Printing the Calendar

Working with Gmail

- Act Now! – Apply the 4 D's to your email.
- Manage workload by creating tasks directly from email.
- Working with Labels
- Follow-up on Sent Items
- Creating Rules & Using Filters
- Creating Automated/Canned Responses

Working with others / Data Collaboration

- Using the Out of Office Assistant
- Scheduling Meetings with others
- Delivery Options for Meeting Invitations
- Respond to Meeting Invitations
- Cancel / Re-Schedule Meetings
- Sharing your calendar / opening other user's calendars
- Creating & Accessing Group Calendars

Working with Tasks

- Adding Tasks
- Adding Subtasks
- Ordering Tasks
- Re-dating Tasks
- Marking Tasks Complete / Moving completed tasks

Working with Contacts

- Contacts
- Creating Contact Groups
- Managing Contact Groups

This training is delivered on behalf of BioPharmaChem Skillnet by E-Bridge Training. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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