



Working Sm@rt with BlackBerry At a Glance

If you have a BlackBerry, we have the process for increasing your productivity. We created this class in conjunction with *Research In Motion* when the world's largest distributor of BlackBerry devices wanted to train their employees to use this tool more effectively. Graduates of this class maintain increased productivity and enhanced on the job performance by knowing how to match the right process and skill set when using their BlackBerry.

Who Should Attend:

Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use BlackBerry and are not optimizing this powerful tool.

What to Expect:

- Integration of a proven business process with your BlackBerry
- A total time management solution that integrates easily with your MS Outlook, Lotus Notes, or Groupwise desktop application
- Hands on classroom instruction

Immediate Benefits:

- Consistent focus on priorities
- Improved communications
- Managed activities and events
- A 'business planning' approach to BlackBerry
- Control over high volume E-mail and tasks when away from your office

Course Format:

Half-day instructor-led session using BlackBerry

Course Tools:

- Comprehensive Learning Guide
- Optional Priority Manager Organizer



Working Sm@rt with BlackBerry Workshop Synopsis

Welcome to Priority Management's **Working Sm@rt with BlackBerry Workshop**. This essential management skills program has been designed to provide you with the knowledge, skills and competencies to effectively use your BlackBerry as part of your organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information you will improve your decision making. You will become more balanced and reduce stress when you put these essential skills into practice.

- Unit 1 The Productivity Process:** In this first unit we will describe what is meant by productivity and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula and strategies for reducing 'mind traffic.' We will create a campaign for Working Sm@rt and look at how a system for managing your information can help turn your intentions into actions.
- Unit 2 The BlackBerry Business Solution:** You will gain a deeper understanding of what's available in the BlackBerry toolbox – and discover what functions will serve you best.
- Unit 3 The Digital Deluge:** We will show you best practices for managing your messages while on the go and discuss the *how*, *when* and *why* of prioritizing E-mail. You will also learn creative ways to file your mail and stay on top of your priorities, regardless of the volume of E-mail you receive on your BlackBerry.
- Unit 4 Managing Commitments:** You will learn the best way to work with your BlackBerry calendar and avoid becoming a victim of the 'Planning Fallacy.' You will become a more proficient time manager and be able to use your BlackBerry to begin the process of regaining control over your life and demanding schedule.
- Unit 5 Managing Communications:** You will learn the Priority communicating process and how to apply it with BlackBerry tools. Practice planning and responding to people as well as delegation and follow up. We will demonstrate that by applying a consistent communication process, it is possible to have total recall!
- Unit 6 Managing Activities:** We will show you how to become a master at multi-tasking. Our process of date activation will help you stay on top of the important as well as urgent activities as well as solve the 'decision dilemma' when managing multiple activities.
- Unit 7 Priority Planning:** Discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choice of activities and restore a feeling of achievement at the end of every day.
- Unit 8 Team Tools:** You will expand your understanding of how teams work, share calendars, collaborate on shared documents with BlackBerry.
- Unit 9 Putting BlackBerry to Work:** Summarizes all of the key ideas and provide you with a recipe for learning transfer.