

# Organisation and Productivity: Improve Your Personal Organisation and Poductivity Using 365

If you have tasks coming out of your ears, endless paper based To Do lists then and want to improve your organisation then this is the session you! Learn how Microsoft 365 can improve your personal organisation and productivity and even help you share your burden with others!



## What you will learn:

- Using To Do to organise your tasks
- Using Planner for team task management
- Creating a Plan within a Channel in Teams
- Organising tasks into 'Buckets'
- Assigning tasks and adding due dates
- Tracking progress using the Charts and Schedule

## Session Overview:

- Remote Session
- Live instructor led
- Up to 15 Delegates
- 90-minute session
- Interactive session with live Question and Answers and exercises
- £395 + VAT

