

TDO-101-365

PRIORITIZE YOUR TASKS WITH TO DO



Objectives

With this training, participants will be able to:

- Prioritize their tasks more efficiently at the Office and on the go
- Reduce stress level by making sure they don't forget anything
- Follow up on shared responsibilities

Practical information

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	English - French

Prerequisites

General knowledge of the Windows environment and a mobile device using Apple iOS or Android platforms.

Target audience

- Staff who is frequently on the move or on the road, needing quick and flexible access to their tasks
- New To Do user

Content

1 - Familiarize yourself with the method

- Address task management Issues and challenges
- Understand the method foundations
- Work with the Skyline concept
- Set priority levels
- Implement method rules

2 - Discover To Do app and adjust settings

- To Do interface overview
- Configuring recommended settings

3 - Create and prioritize your tasks according to the method

- Creating tasks
- Planning your tasks in time and by priority
- Setting task recurrence

- Inserting attachments into your tasks
- Search and tasks categorization with "Hashtags"
- Segmenting tasks into subtasks

4 - Share and structure your tasks into collaborative lists

- Custom lists
- Organize lists by groups
- Sharing and collaborating in task lists

5 - Integration and management of tasks on the go

- To Do app interface on mobile devices
- Adding tasks from Outlook
- Adding tasks from Teams

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months