



“To get **maximum value** from this live webinar, **print this handout** so you will be prepared to follow along and **take notes** during the webinar!”

~ Gerrit Cloete

~ Duncan Hattingh

www.productivitypitstop.com



Outlook Productivity, The New Way

Your Important Webinar Details

Date: Thursday 29 October 2020

Time: 11:05 – 11:55 SAST (GMT+2), including Q&A (The ‘off-hour’ timing gives you the opportunity to switch between commitments.)

Registration: You have already registered. You can forward this document to colleagues and friends. They can [register at this link](#).

Topic: Outlook Productivity, The New Way: How to Get and Stay Even More Productive

Join early: You can join the room from 10:55. Broadcast starts at 11:05.

Note: Call or WhatsApp me on 082 PERFORM (082 737 3676) with any questions. **Please note that you will not be able to reach me after 10:30.**

How to Get the Most Out of This Webinar

1. Print this handout so you can take **notes** during this webinar.
2. Think of how to quickly **implement** the tips you receive.
3. Decide to **complete** at least 3 tips with actions revealed during the event.

Outlook Productivity, The New Way

There are three main sections in your webinar.

SECTION 1 - INTRODUCTION

First thing to do after joining: In the chat box, please tell us your name and the city or town you are joining from. Anyone else there from the same place? Chat!

When you join, you can scroll down to the **QUESTIONS** section. Post your topic-specific questions there and not in the chat, where they may get lost in the flow of chat comments. We will respond to all questions during the webinar.

SECTION 2 - OUTLOOK PRODUCTIVITY TIPS

Tip	Notes
#1	
#2	
#3	

I will implement this tip today:

SECTION 3: STRATEGY AND TOOLS TO SUCCESSFULLY IMPLEMENT OUTLOOK PRODUCTIVITY, THE NEW WAY

Key Strategy Ingredients	Notes
#1	
#2	
#3	

Implementation Tools



Today you will experience the proverbial “tip of the iceberg” of Outlook Productivity, The New Way.

What you will **do** during and after the webinar will be your first **Signals of Seriousness** to show you are determined to shift your productivity to the next level.

Your first **Signal Of Seriousness** will be to book a conversation with me. During the call we will do a ‘Outlook Productivity check-up’ for you and make a few tweaks if necessary.

Book during the webinar and you immediately get 14 days FREE access to our Outlook Productivity Mini Course. You will be ready to go before the webinar ends.

Looking forward!

A handwritten signature in black ink, appearing to read "Genie".