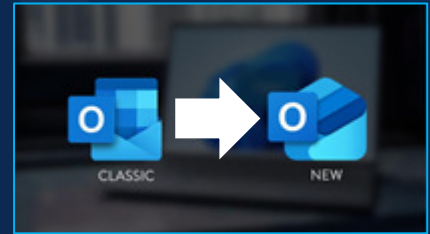


Transitioning to the NEW Outlook

PRODUCTIVITY TRAINING PROGRAM

A structured three-session program to help busy professionals navigate the transition from Classic to New Outlook — with confidence, not confusion.



• 3 workshops - 75 mins each

• 30-day program

• 30 days of coaching support

PROGRAM OVERVIEW

1

WORKSHOP #1

Understanding NEW Outlook

What's changed — and yet to come

Interface walkthrough

Focused Inbox

Pinning vs flagging

Categories vs folders

Mastering search

2

WORKSHOP #2

Workflow in the New Environment

Zeigarnik Effect & Cognitive Overload

Handle each email once

The 4D Method

Triage System in NEW Outlook

Email → Next Actions → Calendar

3

COACHING SUPPORT

Review & Implementation

Why inbox fails as a task manager

Extracting disguised tasks

Calendar as single source of truth

Category naming framework

Live Q&A troubleshooting

RESOURCES INCLUDED



Classic vs New Outlook cheat sheets



Triage 4D Decision Tree Framework



Triage Your Inbox Operating System cheat sheet



30 day access to workshop recordings



Unlimited email screenshot coaching for 30 days