

# **From Overwhelmed to Empowered:** *Manage Tasks and Time with Microsoft 365 for Focus, Fulfillment, and Control at*

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*Work*

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# WHERE DOES IT HURT THE

Scan the QR code to  
share one pain point  
relating to work  
overwhelm that you  
want help with today.



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# OUTCOMES

**1**

**Learn what causes a sense of overwhelm at our jobs and what is within our control to help with this problem**

**2**

**Learn time and task management principles to overcome overwhelm**

**3**

**Learn how Microsoft 365 applications can help us gain control of our work**

# AGENDA

- Understanding burnout/overwhelm
- Controlling our tasks  
(Microsoft To Do, Planner)
- Break
- Controlling our inbox
- Controlling our calendar  
(Microsoft Outlook)



## **Three dimensions of burnout:**

- Emotional exhaustion
- Depersonalization or cynicism
- Reduced personal accomplishment or inefficacy

## **Symptoms:**

- Cardiovascular diseases
- Musculoskeletal pain
- Depressive symptoms

# Controlling Stress, Burnout, and Overwhelm

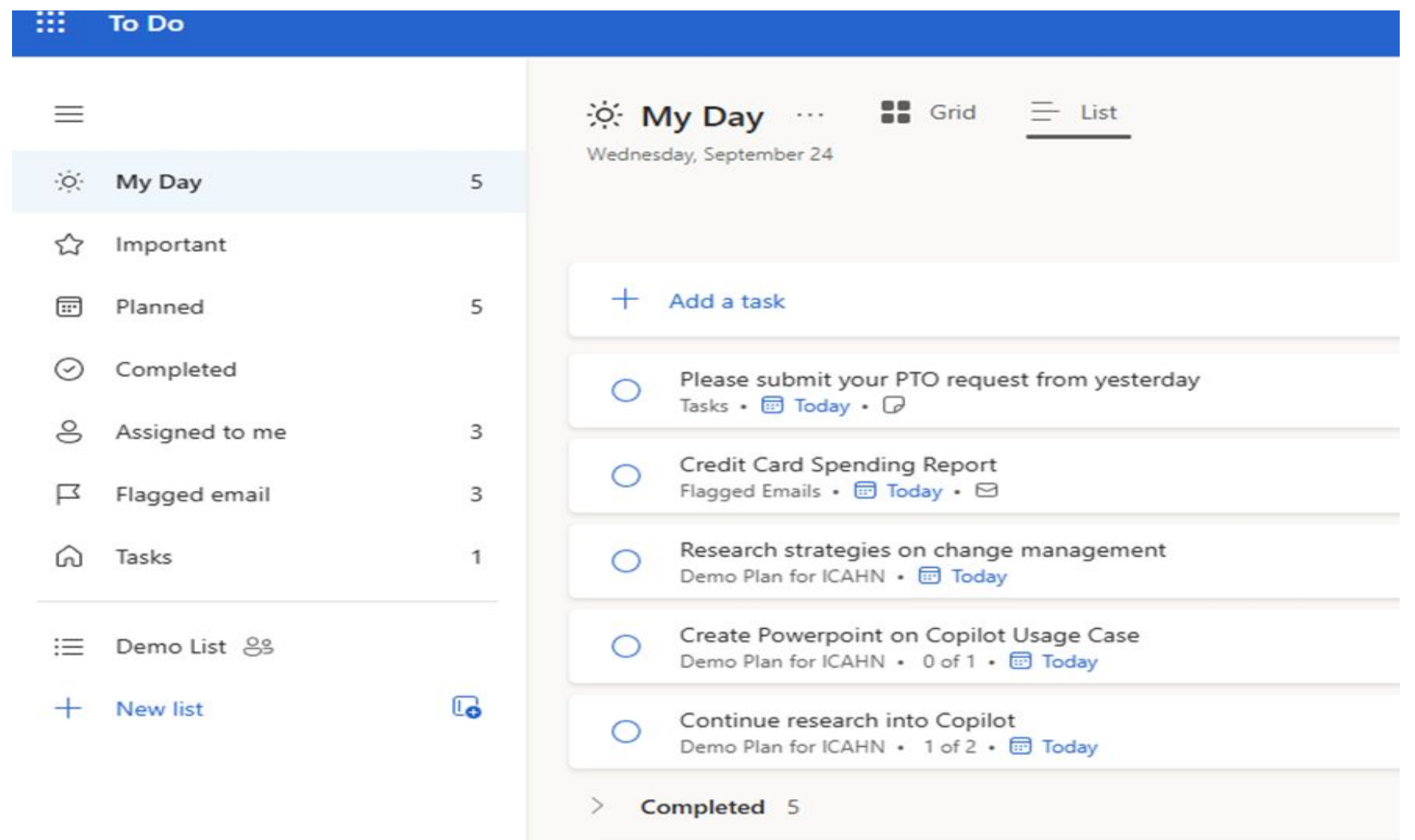
**Today's focus:** What you can do now to prevent or help overcome stress, burnout, and overwhelm

# CONTROLLING OUR TASKS

- Create your list at the beginning of each day
- Clear your list at the end of each day
- Live in your list & prioritize "on the fly"
- Keep to do list controlled, organized, and clean

"If you manage activities, you will not have to manage results."

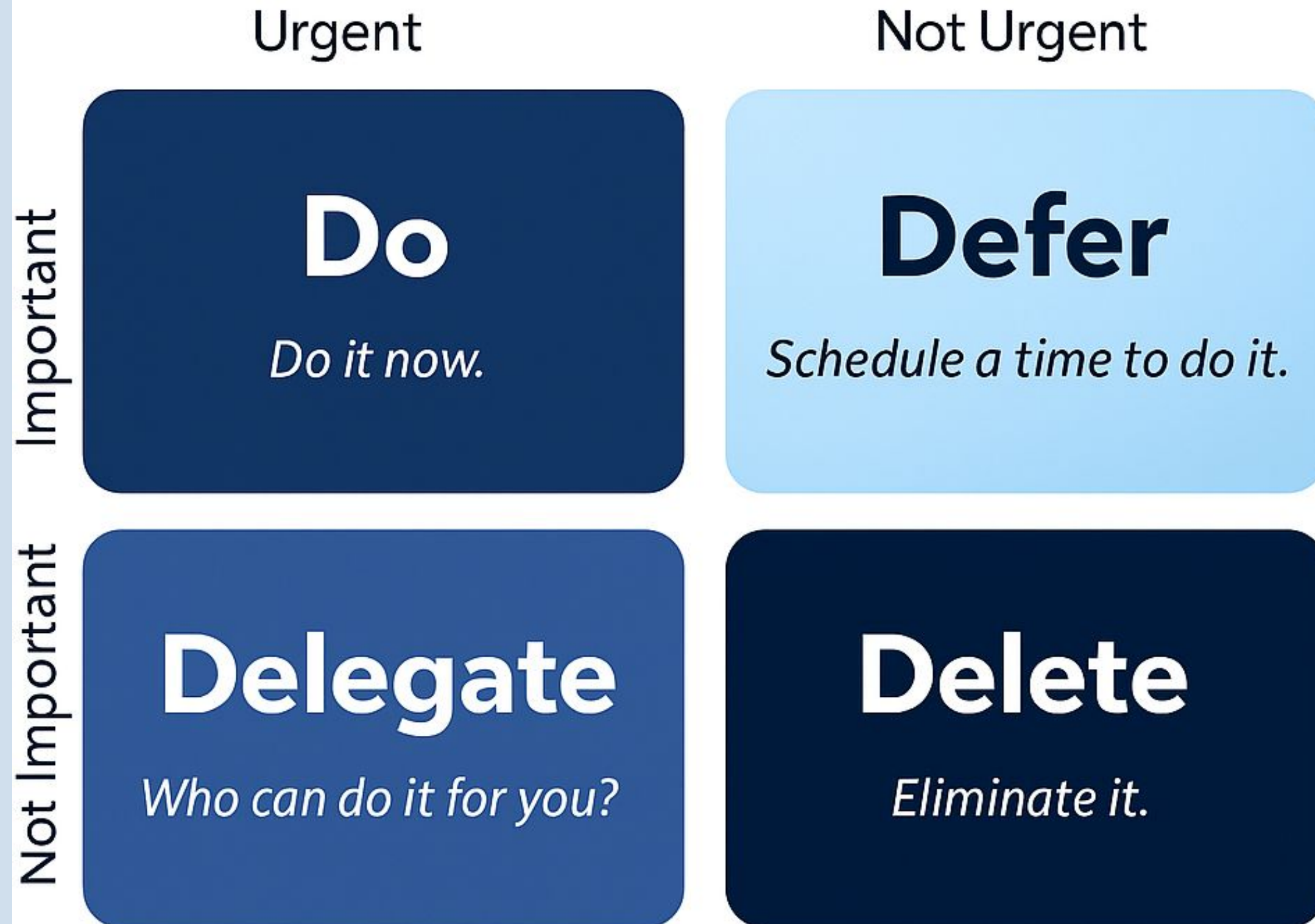
-Dave Ramsey



# The 4 Ds of Task Management

- **Do:** Make progress, execute, get things done!
- **Delegate:** If they can do it 80% as well as you, delegate!
- **Defer:** Strategically schedule tasks that are important but not urgent.
- **Delete:** Does this task add value? If not, delete!

# The Eisenhower Decision Matrix



# **Activity: Create a To Do List**

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**List your current tasks/projects (top 10)  
for the next two weeks  
(brain dump)**

# Activity: Apply the 4 Ds

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- **Apply the 4 Ds to your list** - add the following abbreviations next to each task:
  - D=Do
  - DE=Delegate
  - DF=Defer
  - DL>Delete



TO DO

**Did you find a task you will delegate?**

**Create your delegation plan.**



**Demo: To Do**



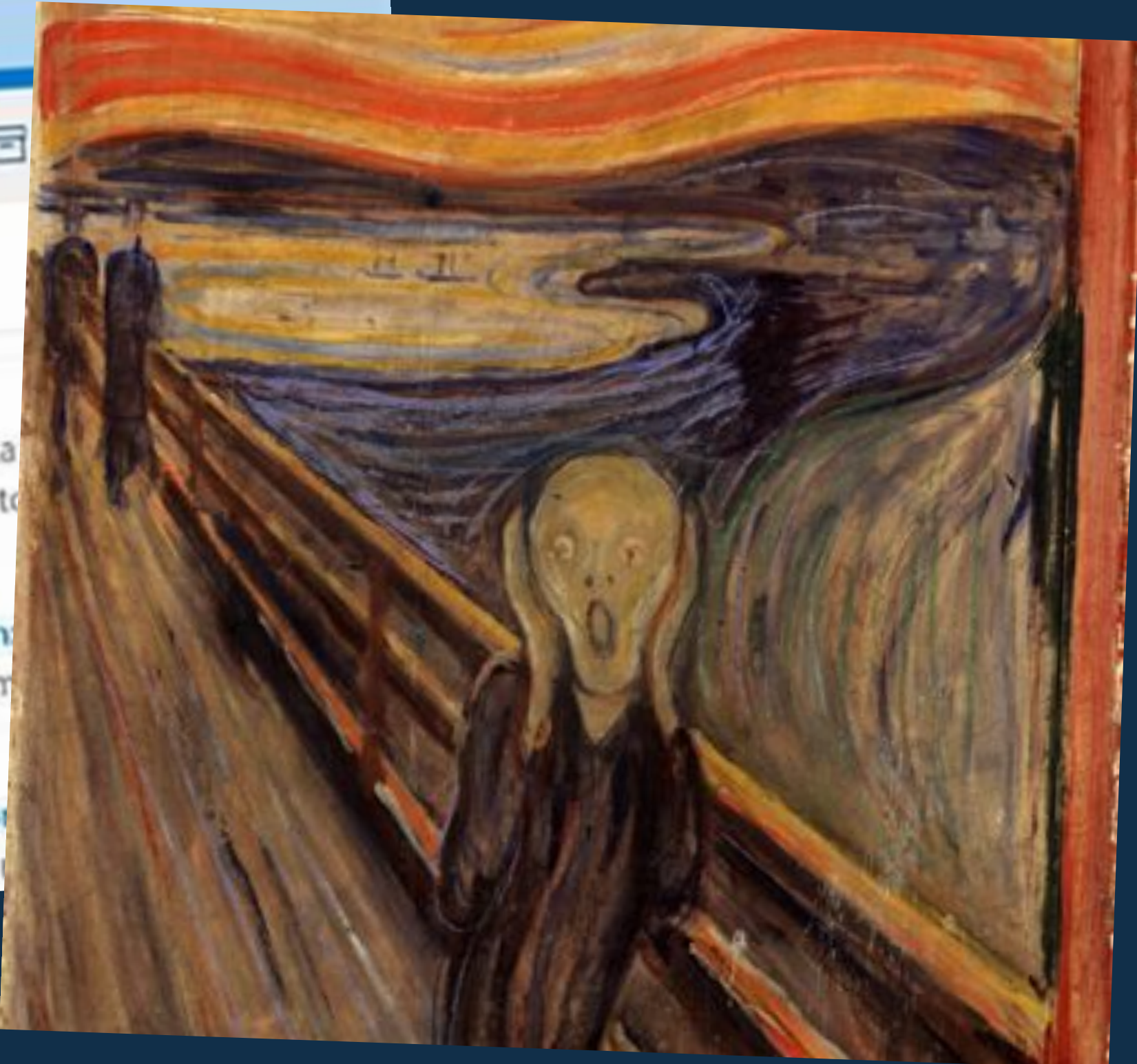
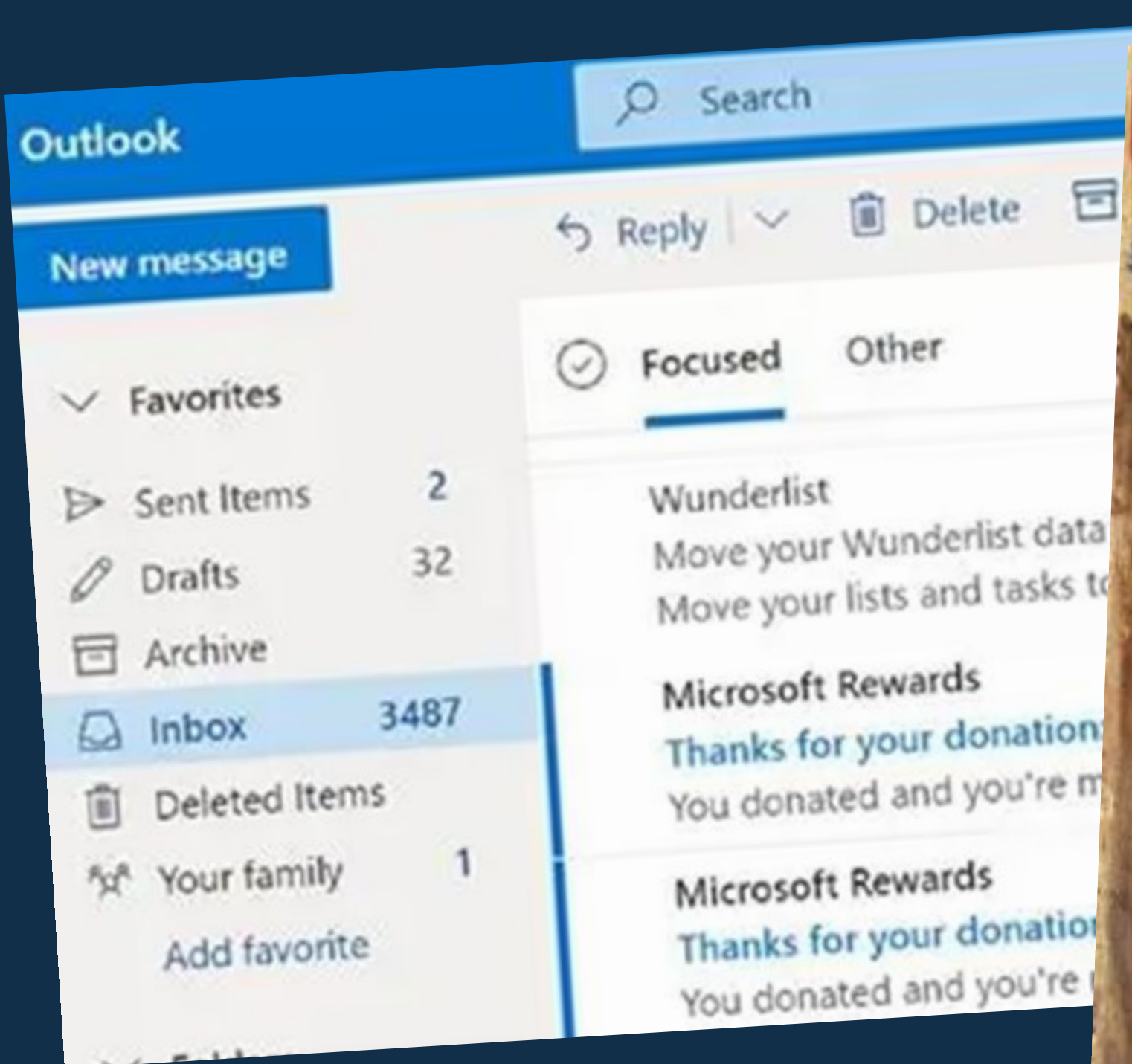
**Let's take a break!**

**10:00**



**Questions?**

# Controlling Our Inbox




# CONTROLLING OUR INBOX

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- Keep your inbox *close to zero*.
- Strike a balance between deep work and controlling your inbox throughout the day.
- Use tech to do the work for you!

# Demo: Outlook





**What is one email rule and one quickstep you can create today?**

# TIME

## TEMPTATIONS

- Taking the mental path of least resistance
- Equating “busy” with “productive”
- *Do we really want to control our calendars?*

# CONTROLLING OUR CALENDAR

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- Make time for “deep work.”
- Prioritize important work when you’re at your best.
- Overcome challenges with virtual & recurring meetings.
- Keep your status accurate.

“You will either tell your day what to do  
or you will wonder where it went.”

-Dave Ramsey

# THE PERFECT MEETING

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- Provide as much information as possible in your meeting invitation.
- Include a clear meeting title, an agenda, and invite the right attendees.
- Choose a time that works for everyone.
- Include transition times between meetings.

# MEETINGS ARE SO HARD TO GET RIGHT!

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- Use tech to help
- Protect your time
- Relationships matter



# Demo: Calendar



# **Activity: Calendar Scan**

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- **What meetings do you need to cancel or reconsider?**
  - Consider the length, frequency, and expected outcome of the meetings.



**What's one project you will block time for  
in the coming weeks?**





# **WHAT ARE YOU WILLING TO COMMIT TO GAINING CONTROL OF YOUR WORK?**

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- Write one commitment in your workbook.

# Contact Us



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