



Time Management with Outlook

Course Aim

“Take control of the unrelenting e-mails, conflicting commitments, and endless interruptions.

Prioritise and Manage your workflow with Office Outlook”!

Staff will be empowered to clear away distractions, tie up loose ends, and focus on what’s really important to them by exploiting the enhanced productivity, organisational, and search capabilities in Outlook.

Course Prerequisites

Previous experience using Microsoft Outlook is not essential, but some knowledge is advantageous.

Course Duration:

1 day: 9:00am - 4:30pm

Inclusions:

- Each participant will receive a comprehensive course manual.
- Certificate of attendance.
- Unlimited Free email / phone help desk support.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Goal Setting and Prioritising Time

- The Three P’s of Time Management
- How to set S.M.A.R.T. Goals
- Prioritising Goals
- The 80/20 Rule
- Urgent vs. Important Matrix
- Managing Interruptions

Customise Outlook Tools

- Identify Outlook tools to improve time management
- Configure Outlook to Maximise Efficiency
- Customise Notification Settings
- Customise the Ribbon

Emails - Manage Messages

- Identify ten best practices for managing emails.
- Convert emails into Calendar entries or Tasks
- Create Contacts from emails
- Organise emails with Folders
- Manage incoming emails with Rules
- Email Do’s and Don’ts when sending messages.
- Archiving
- Email Signatures
- Out of Office Messages

Calendar - Manage your Time

- Making the Calendar part of your Planning Process
- Schedule Appointments and Meetings
- Use Conditional Formatting to add Emphasis to important recurring Events / Commitments.
- Schedule Recurring Events
- Sharing Calendars

Contacts - Managing Communication

- Adding new Contacts
- Capture Notes from Conversations with Contacts and potential Clients
- Follow up on time with reminders
- Linking Documents to Contacts

Managing Tasks

- Pareto Principle Overview (80/20 Rule), and how it relates to Tasks
- Create Tasks in Outlook
- Categorise Tasks
- Customise the Task folder
- Recurring Tasks
- Delegate Tasks