OUTLOOK - Effective time management

EFFECTIVE TIME MANAGEMENT WITH OUTLOOK COURSE OUTLINE:

This course is designed for existing users of Outlook, who feel they need to implement time management principles within the package to use it as an effective tool.

Are too many emails messages, urgent deadlines, and stressful meetings driving you mad? Is time running out on you? Do you sometimes feel like you don't get anything important done at the end of the day, because all the urgent, small 'stuff' kept you so busy you didn't even start the things that really matter in the long run?

OBJECTIVES:

This course will help you focus and prioritise and to use Outlook in a productive way. You'll learn a proven time management system tweaked for use with Outlook.   Through the use of Priorities, Categories and Tasks, it will help you to focus on what matters most and gain more time for important things while only requiring you to invest a littler time each day for planning.

EMAILS AND SETTING TASKS

It's not the e mail messages, it's how we handle them

Think before you communicate

Disabling the visual and/or acoustic email notification

Converting email messages to tasks and appointments

Quickly creating a new contact entry from the sender of an email message

Creating tasks and appointments from individual parts of a longer email message

Using a flag to mark the messages you still need to work on

Creating and using your own folder structure

Letting Outlook pre-sort your inbox

HOW TO WORK MORE EFFECTIVELY WITH TASKS AND PRIORITIES

Parento Principle and use of the Eisenhower Matrix to set priorities

Use task lists to plan flexibly and effectively

Define your own views

CATEGORIES

Keeping track of most important categories by using colours

Filling the list with your own categories

How to assign categories to tasks

Filtering and grouping by category

EFFECTIVE DAILY AND WEEK PLANNING WITH OUTLOOK

What really matters – and why does it continue to remain undone?

How to gain more time for what's essential with an effective week planner

Gain a better overview by using appointment lists and colour categories

Steps for successful daily planning

APPOINTMENTS AND MEETINGS

The problem: way too many meeting requests and insufficient preparation

Meeting requests with Outlook – basic rules and tips

Stay on top of it: calendar overlay

Prepare meetings effectively

HOW TO TRULY BENEFIT FROM THIS COURSE

How to get a handle on your time

Take responsibility – do it now

LEARNING APPROACH: Class based/practical

WHO IS IT FOR?

This course is for those who are familiar with using an email package, but who want to use Outlook as an effective tool to help manage their time.

LENGTH OF PROGRAMME: 6 Hours