

- ✓ Would you like to have an empty inbox at the end of each day?
- ✓ Would you like to schedule realistic days and never have to worry about forgetting to do or follow-up on a piece of work?
- ✓ Would you like have an organised system that will help you work more effectively on a daily basis?

This course will provide participants with a totally practical and workable solution to managing their workload and time more effectively.

This is not a standard Time Management training course. Although we cover 'Time Management Best Practice' at the beginning, unless there is a practical way of actually applying that theory, it is just that - 'Theory'. Therefore, the emphasis of the course is on the practical application of that theory using Microsoft Outlook as the tool.

Do not let e-mail control your day – instead you can take control through the customisation of MS Outlook and by using various features & tools within Outlook. Learn how to prioritise, set, manage and achieve realistic goals & tasks you set for yourself. Learn how to share information with other users and work more effectively as a group.

This program has been designed to provide you with the knowledge, skills and competencies to effectively use Outlook as your organisational tool.

PPO 1: TIME MANAGEMENT BEST PRACTICE / CUSTOMISE OUTLOOK

Time Management Principles

- Take control of your day / workload
- Work proactively to be effective
- Setting Goals & Prioritising - Important vs. Urgent
- A process that will work for you – The 4 D's
- Plan, manage interruptions, overcome procrastination.
- Work Smarter – Communicate & Delegate
- Identify your Time Stealers
- Top 10 – Time Management Best Practices

Customising Outlook in order to use it more effectively as a time management tool

PPO 2: MS OUTLOOK - SHORTCUTS / ESSENTIALS WORKING WITH TASKS

- ✓ MS Outlook shortcut keys
- ✓ Navigate / Forward / Reply
- ✓ Working with attachments
- ✓ Creating and working with signatures
- ✓ Creating and working with Quick Parts
- ✓ Creating and working with Quick Steps
- ✓ The 4 D's
- ✓ Working with Tasks

- ✓ Creating a logical folder structure for storing / managing email
- ✓ Creating tasks directly from an email
- ✓ Grouping related work
- ✓ Delegating and following up on time
- ✓ Categorising tasks / Viewing tasks by category
- ✓ Planning realistic days
- ✓ Empty your Inbox

PPO 3: CALENDAR / CONTACTS / RULES INTRODUCING THE TO DO APP

- ✓ Working with the calendar
 - Creating, editing, moving calendar entries
 - Recurring entries
 - Meeting invitations
 - Colour coding
 - Sharing your calendar and accessing other calendars
 - ✓ Working with People / Contacts
 - Creating Contacts and Groups
 - Gathering contact information directly from an email
 - ✓ Creating and working with Rules and Alerts
- Introducing the 'To-Do' App – View and synchronise your Outlook tasks on your mobile phone