

COURSE DESCRIPTION

- 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?

The “Practical Productivity” training 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 of the day, unless there is a practical way of actually applying that theory, it is just that - ‘Theory’. Therefore, the emphasis of the day 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.

SUITABLE FOR

Anyone who feels overwhelmed by email and workload and believes that.... “There aren’t enough hours in the day”. For those who would like a practical solution that can immediately be implemented on return to the office.

PRE-REQUISITES

All participants should have a working knowledge of MS Outlook.

FOLLOW-UP 1-1 IMPLEMENTATION (Optional)

Following the 1-day training programme, there is an option of having some 1-1 training in order to ensure that the content of the course is actually being implemented in the workplace. These 1-1 sessions can either take place on the phone, or preferably at the person’s desk and are 1-hour in duration. There is an additional charge for this service so it can be decided later if this is deemed to be required / necessary.

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
 - Uncluttering Mail View
 - Changing calendar, contacts, tasks views
 - Changing some default options allowing you to work more productively

MS OUTLOOK - SHORTCUTS /ESSENTIALS WORKING WITH TASKS

- ☑ Review the customisation of MS Outlook
- ☑ 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 Tasks
 - Re-dating Tasks

- Working with bigger tasks
- Recurring Tasks
- Completing 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

CALENDAR / CONTACTS / RULES

INTRODUCING THE TO DO APP

- ☑ Review the main points already covered on PPO 1 and PPO 2
- ☑ Working with the calendar
 - Creating, editing, moving calendar entries
 - Recurring entries
 - Meeting invitations
 - Colour coding
 - Sharing your calendar and accessing other calendars
 - Printing your calendar
- ☑ 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.