



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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0117 9022 845

Time Management with Outlook

(1 day)

"MS Outlook has a wealth of powerful features that can help you manage your time better – if you know where to find them"

Benefits of attending this course...

This course will show you how to organise your working life, get more done with less effort and unleash the powerful time management tools available in Outlook.

Attendees will have the opportunity for hands-on practice and to consider how they will apply the methods covered on the course, once back at work.

Who is it for?

Existing users of Outlook who want to be more productive and make the most of their valuable time.

Objectives

By the end of the training you will be able to...

-  Keep 'on top' of your email.
-  Use Outlook to help with your planning and organisation.
-  Develop a personal time management system that works for you.

Content

- ✓ Common Time Wasters (and how to handle them).
- ✓ Why you need to be both efficient *and* effective.
- ✓ Taking control of email (including the consequences of overly large inboxes).
- ✓ Email Etiquette (avoiding common slip-ups that can cost you precious time).
- ✓ Handling 'Grey Mail' (stuff that you thought you wanted, but perhaps you didn't).

Continued over...



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Content (continued)

- ✓ Setting-up Outlook to work for you...
 - Using Outlook Today to summarise your commitments when you first logon.
 - Using the ToDo bar to see key Appointments, Tasks, and Contacts, at a glance.
 - The importance of using custom Folders.
- ✓ Powerful Outlook tools that will save you time...
 - Using Categories to group and quickly find related items.
 - Setting up Search Folders to find items by date, size, age or thread.
 - Creating and using Rules to automate tasks (such as setting a global delivery delay or diverting mail to a specific folder).
 - Using Quick Steps to perform routine duties with a single click.
 - Using Quick Parts to rapidly re-use standard text.
- ✓ Techniques to help you get more out of Outlook...
 - Using the Calendar to keep track of key Appointments and Events.
 - Working with Task Lists.
 - Using Notes to retain miscellaneous information (that you might otherwise forget).
- ✓ Progressing larger tasks using Next Action Steps.
- ✓ How to Prioritise (and the limitations of some conventional methods).
- ✓ Developing your own personal time management system.

Custom Courses

All our events can be tailored to suit you, so if this outline isn't exactly what you want, please let us know and we would be happy to customise it for you.