

Time Management Using Outlook

Using Outlook Effectively

Length: 1 Day

Summary: Managing time is not difficult if you use the right tools. Microsoft Outlook is used for time management worldwide. This training course helps participants gain practical skills in using Outlook to manage their time effectively.

COURSE CONTENT

1. USE PLANNING TOOLS
2. CHANGE NOTIFICATION OPTIONS
3. CUSTOMIZE PANES
4. CUSTOMIZE THE QUICK ACCESS TOOLBAR
5. USE VIEWING TOOLS
6. WORK WITH EMAIL MESSAGES
7. ESTIMATING THE TIME FOR TASKS AND EMAIL
8. CREATING AN APPOINTMENT, EVENT OR MEETING
9. USE SCHEDULING ASSISTANT
10. CREATING RECURRING MEETINGS
11. VIEWING AND NAVIGATING YOUR CALENDAR
12. FLAGGING ITEMS
13. APPLYING CATEGORIES TO TASKS AND TO-DO ITEMS
14. CREATING TASKS FROM EMAIL OR FROM SCRATCH
15. COMPLETING A TASK AND SENDING AN UPDATE
16. USE SEARCH IN OUTLOOK
17. DUMP, DELAY AND DELEGATE
18. SEND TASK REQUESTS
19. SORT BY CATEGORIES
20. MANAGE ELECTRONIC FILES
21. GET RID OF THE JUNK
22. PRIORITIZE WORK WITH OUTLOOK
23. ORGANIZE THEIR WORKSPACE