EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013

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COURSE LENGTH: 1.0 DAYS

Time management is a crucial factor in achieving your short, medium and long-term goals. Managing time is not difficult if you use the right tools. This one-day training course is developed to educate you on the proper use of Microsoft Outlook as an effective tool in managing your time. This course will teach you how to use the Calendar, Notes, Journal, One-Note and Outlook Task List options, work with email messages, manage electronic files, send task requests and more.

After attending this Effective Time Management Using Outlook 2013 training workshop, you will achieve better control over your day, prioritize and schedule tasks, learn to allot time to each task, achieve balance, manage interruptions and accomplish your daily goals.

Now available throughout Kuala Lumpur and Malaysia, this Effective Time Management Using Outlook 2013 training course can be delivered with our expert local or international trainers at your chosen venue and schedule.

You can also join our public classes, live online using our HIVE technology.

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EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013 COURSE OUTLINE

FOREWORD

This Effective Time Management Using Outlook 2013 Training Course teaches understanding and skill development in customizing the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

OUTCOMES

This extensive training course in effective time management using Outlook 2013 provides useful strategies and skill development for easily managing your work.

After completing this course, participants will have learned to:

- Use planning tools
- Change notification options
- Customize panes
- Customize the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organize their workspace

MODULES

Lesson 1: Getting Started
- The Power of Change
- Case Study: Another Day at the Office
- Planning Tools
- Using Outlook's Viewing Tools

Lesson 2: The Four D's
- Do, Dump, Delay, and Delegate
- Do: Working with E-mail Messages
- Dump: Working with Deleted Items
- Delay: Setting up Your Outlook Task List
- Delegate: Sending Task Requests
- STING

Lesson 3: Setting Up Outlook
- Changing Notification Options
- Customizing the Quick Access Toolbar

Lesson 4: Finding What You Need
- Organizing Your Workspace
- Sorting Based on File Type

- Customizing the Outlook Screen
- Customizing Your Panes

- Sorting with Categories
- Managing Electronic Files
- Using Search in Outlook
- Getting Rid of the Junk

WEB LINKS

- View this course online
- In-house Training Instant Quote