# Take Control of Your Workday with Microsoft® Outlook®                    1 Day

Use Microsoft® Outlook® to set up a system allows you to focus on your vision, role, goals and priorities.

In today's busy world it is a constant challenge to keep up with your goals and commitments. Many people often feel as though they cannot find enough time to get everything done. Although we can't give you more hours in the day, we can help you decide what to do and when to do it.

## LEARNING OBJECTIVES

You will learn how to create a system that works for you based on your workload and work style.

This workshop will show you how to set up a system in Outlook® that will allow you to focus on your overall vision, your roles, your goals and your priorities. This will ensure that your activities are linked and properly prioritized to help you meet those goals and objectives

In this one-day workshop you'll gain practical skills that will have an immediate impact on your ability to organize your work.

**At the end of this course, you will be able to:**
- Manage your inbox
- Use Microsoft® Outlook® to prioritize their actions and activities
- Set, keep track and achieve goals and objectives utilizing their system in Microsoft® Outlook®
- Consistently focus on priorities
- Create and implement a personalized plan for organizing their time and e-mail

## WHO SHOULD ATTEND

- Overwhelmed with the number of emails you receive in your inbox every day
- Finding there is not enough time in a day to get everything done
- Wishing to use Microsoft® Outlook® as a Time Management tool and create a personalized system that ensures your activities are linked and properly prioritized to meet your goals and objectives

# COURSE OUTLINE

## Part 1: Managing Your E-mail

- Improve e-mail management efficiency
- Learn how to manage your inbox and outbox
- Folder Lists – create an efficient reference system
- Incorporate Microsoft® Outlook® features into your e-mail management strategy to prioritize your work & Managing Your inbox by using:
  - Flags
  - Search Folders
  - Categories
  - Quick Steps
  - Clean up conversations
  - Rules & Alerts
- Incorporate Microsoft® Outlook® features into your e-mail management strategy to prioritize your work & Managing Your Outbox by using:
  - Insert Quick Parts
  - Categories
  - Save Sent Items
  - Voting Buttons
  - Direct Replies to
  - Quick Parts
  - Delay Delivery
  - Expiry

## Part 2: Managing Your Activities & Your Schedule

- Set and keep track of goals/objectives/ priorities
- Distinguish between processing e-mail and taking action on tasks
- Use FITS DRAG© method to process your e-mails:
  - D – Delay
  - R – Reply
  - A – Assign
  - G – Garbage
- Integrate e-mails into task pad & calendar
- Decide what belongs on the calendar and what belongs on the task pad
- Use labels or categories to assign colour formatting to your task pad & calendar

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## HOW TO REGISTER

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