PRACTICAL PRODUCTIVITY USING MS OUTLOOK - ONLINE
2 x 1.5 HOUR WEBINARS

OVERVIEW

This program has been designed to provide you with the knowledge, skills, and competencies to effectively use Outlook as your organisational tool.

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, 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 course is suitable for users of MS Outlook (Classic).

PPO 1: TIME MANAGEMENT BEST PRACTICES & MS OUTLOOK -SHORTCUTS /ESSENTIALS WORKING WITH TASKS

→ Overview of Time Management Best Practices
→ 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

PPO 2: CALENDAR / CONTACTS / RULES INTRODUCING THE TO-DO APP

☑ Review the main points already covered in PPO 1
☑ Working with the calendar
- Creating, editing, and 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