



TIME MANAGEMENT IN OUTLOOK

SKILL LEVEL : INTERMEDIATE
DURATION : 1 FULL DAY

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COURSE OVERVIEW

Many of us feel that we have a fairly good grasp on our time, yet studies show that most of us feel stressed and work longer hours than we get paid. This course is designed to gain control over your daily tasks and focuses on combining highly effective and contemporary Time Management techniques with Microsoft Outlook which will assist in increasing your productivity and workday control. Think about it for a second... what typically consumes your day? It's the things you do... in other words... your Tasks!!!! This course will help you manage and organise your tasks in a highly effective fashion and is totally unlike other "old fashioned", "run of the mill" and "wishy-washy" time management course.

WHO SHOULD ATTEND THIS COURSE

This course is designed for anyone using Microsoft Outlook on a regular basis that desires to get control over their Inbox, Task and Time Management.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)

MINIMUM ATTENDANCE REQUIREMENTS

- Students have solid keyboard and mouse skills particularly in relation to Microsoft Outlook.
- Students have a personal desire to improve their individual management skills relating to time.



COURSE CONTENT AND OUTLINE

PART 1 - INTRODUCTION

- Benefits of using Outlook with an effective Time management technique
- The Power of Change
- Outlook Views and the To-Do Bar
- Making proficient use of the Message Options
- Visual Management using Conditional formatting
- Reducing your Folder creation and filing by using Categories
- Automate repetitive steps by introducing Quick Steps
- Effective use of Signatures

PART 2 - THE TIME MANAGEMENT TECHNIQUE

- Introduction to the Time Management Technique
- Working with a prioritised To-Do List (Task List)
- Tasks vs Flagging
- Time saving using Rules
- Configuring the To-Do Bar
- Testing the To-Do Bar Configuration and Formatting

PART 3 - TASK MANAGEMENT

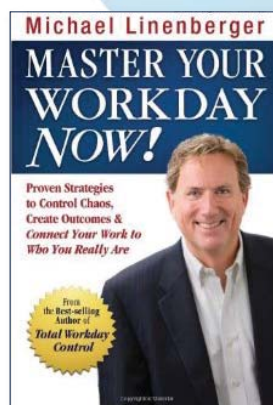
- Task consolidation and out of office accessibility
- Clearing the Inbox using The Four D's
- Task entry using the Task Dialog box
- Creating Tasks from Emails
- Completing, Reinstating and Deleting Tasks
- Setting Recurring Tasks
- Delegating and Tracking Tasks
- Reviewing and rescheduling the Task list
- Printing out your Task list
- Locating emails using the Filter and Search options
- Syncing your tasks on your mobile device

PART 4 - MANAGING CALENDARS & CONTACTS

- Calendar Views and Entries
- Entering and rescheduling appointments
- Appointment duplication and recurrence
- Meeting requests, scheduling and tracking
- Calendar sharing options and permissions
- Contact creation and sharing made easy
- Printing the Calendar and Contacts

OTHER OBJECTIVES OF THIS COURSE INCLUDE

- Understand the power of effective Time Management techniques using with Outlook.
- Taking control of your Tasks and place them in one area
- At a glance identify which Tasks are required and when.
- Synchronise your tasks with your Android or Apple mobile device
- Learn to read an email once and take action
- Reduce the anxiety and stress associated with a full Inbox



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