

Empty your Inbox

using Microsoft Outlook

We can't help you get fewer emails, but we can make it seem as if you do!



HOW TO EMPTY YOUR INBOX

Do you feel like you get too many emails and struggle to keep up? Is your inbox full of unfiled messages? Do you ever realize you've read the same email four times, and still haven't dealt with it?

Stop wasting time because of ineffective email management. The goal of this day-long course is to achieve an empty inbox (yes empty!) every day. Not simply by pressing delete or dumping into folders but through learning to touch emails once with our signature email management system.

Discover best-practices that will help you take control of your email, stay on top of tasks and find what you are looking for with minimal time and effort. You'll master all the Outlook tools such as Tasks, Calendar, Contacts and Notes to help you effectively manage your schedule, projects and assignments. The outcomes of this course are reduced stress, frustration and distraction and enhanced productivity and organization.

Course ID: 128 | **Length:** 1 Day | **Time:** 9am- 4pm | **Fee:** \$450 (Per Person) | **Group Fee:** \$2500 (up to 8 Participants)

TOPICS AND SKILLS

Replace folders with categories

- Become more organized without folders
- Use categories to organize information
- Learn to use Outlook like a database not a filing cabinet

Separate "to-do" email from "done" email

- Learn how to touch emails once and file on the fly

Stay organized using tasks and your calendar

- Learn to use tasks to organize and prioritize your work
- Discover how to use the calendar to plan your day

Find emails fast

- Master outlook instant search and filters
- Discover Boolean searching so that you never lose an email

Manage spam & junk

- Find out how to filter unwanted email
- Learn to manage junk senders

Use contacts to organize emails

- Discover best practices for creating and organizing contacts
- Learn how your contacts help you organize emails

Create personal & private email files

- Discover how to archive without losing email
- Master Outlook PST files

Discover email views

- Find out how to customize your views to make email easier to work with

Process messages without touching them

- Set up rules to automatically process your email
- Discover the new Outlook Quick Steps tool

Respond automatically with auto-responders

- Learn how to go beyond out-of-office messages
- Discover templates for quick responses
- Use signatures for quick replies

Master shortcuts

- Discover dozens of shortcuts for doing daily
- Learn mouse shortcuts for navigating messages
- Learn fast techniques for moving emails

RECOMMENDED PARTICIPANTS

Participants should be intermediate Outlook users. This workshop is very valuable for busy managers, and those who receive a high volume of email. Very useful for individuals who have active schedules, or manage multiple competing projects and tasks.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

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