

OUTLOOK STRATEGIC EMAIL MANAGEMENT

Do you regularly log off at work with unread emails still in your inbox? Are you continually re-reading old messages to find buried information about your daily tasks? Stop wasting time and missing important deadlines 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 mail into folders but through our signature task management strategy.

Learn how to read emails once only to identify action items. Our best-practices approach to time management extends to various Outlook tools such as Tasks, Calendar, Contacts and Notes to help you effectively supervise schedules, projects and assignments. The overall result for business professionals will be reduced stress, frustration and distraction, and enhanced productivity and organization.

ID: 22 | LENGTH: 1 DAY | TIME: 9:00AM- 4PM

TOPICS AND SKILLS

Replace folders with categories

- Learn to be more organized without cumbersome folders.
- Find out how to use categories to organize information.

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

- Learn to avoid using your inbox as a to-do list.
- Learn how to use tasks to manage "to-do" emails.

Find emails fast

- Discover how to find any email in less than a minute.
- Learn to search with filters.

Manage spam & junk

- Become skilled at the best techniques for handling junk.
- Learn to add emails to a junk senders list.

Use contacts to organize emails

- Find out how to create contacts from emails.
- Learn to view emails from a contact form.

Master shortcuts

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

Create personal & private email files

- Discover how to archive without losing email
- Discover how to use Outlook PST files.

Discover email views

- Learn how to filter and group messages.
- Find out how custom views make email easy to find.

Use email rules to process messages

- Learn to set up rules to automatically process your email.
- Learn to test rules and identify problems.

Use auto-responders

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

Task and calendar management

- Learn to create appointments from emails.
- Discover how to use the calendar for task management.
- Learn to organize and prioritize tasks.

Email etiquette

- Learn how not to contribute to email overload.
- Learn email etiquette that will get your emails read.

RECOMMENDED PARTICIPANTS

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



CALL NOW OR VISIT OUR WEBSITE TO REGISTER

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