

Time Management With Outlook

Does it seem like there's never enough time to get everything done?

Microsoft Outlook is about more than just email — it's the only tool you need for taking control of your time and organizing your life. In this one-day workshop, we will show you how to use Outlook to cope with the constant flow of email, to-dos and appointments and show you how to take back your time.

LENGTH: 1 DAY | TIME: 9:00 AM-4:30 PM | WORKSHOP ID: 3 | FEE: \$350 + GST/PERSON, \$1,500/DAY

Topics and Skills

PROCESSING EMAIL

- Discover the 4 Ds of email processing (do it, delete it, defer it or delegate it) and find out how to touch each email only once

ORGANIZING EMAIL

- Learn a simple & powerful technique for managing email
- Discover how to get rid of all those subfolders

USE CONTACTS TO MANAGE EMAIL

- Learn the fastest ways to create contacts
- Find out how to group contacts for bulk communication
- Learn to use contacts to help you find old email

PERSONAL EMAIL FILES

- How to archive email for long term storage

ORGANIZING & VIEWING CONTACTS

- Learn to organize contacts with categories
- Change how you view your contacts

RECORDING ACTIVITIES WITH THE JOURNAL

- Learn to record activities with the Outlook Journal
- Learn to create and organize journal items

LINKING ITEMS

- Learn how to link important information to contacts
- Discover how to retrieve linked information

PROCESSING VOICE MAIL WITH NOTES

- Discover tips for working effectively with notes

CALENDARS AND VIEWS

- Learn to create and share appointments
- Learn new techniques to view and print your schedule
- Learn how to customize the calendar for how you work

MANAGING TASKS

- Use tasks to keep track of to-dos
- Find out how to group tasks for maximum productivity
- Learn to manage projects with Outlook

FINDING OLD MAIL

- Learn to locate any old email in less than a minute
- Discover filters as a fast way to retrieve emails
- Discover automatic formatting and clever sorting techniques

AUTOMATIC PROCESSING

- Find out how to use rules to process emails automatically
- Learn to create email templates

KEYBOARD SHORTCUTS

- Learn keyboard shortcuts that will save you time

Who Should Attend

This is a workshop for people who use Outlook already. We assume you know the basics, such as how send and receive email, insert an attachment and create a folder. If you are looking to reduce clutter, streamline Outlook and avoid wasting time with email, this is the workshop for you.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=3>