

Take Control of Your Workday with MS Outlook

Course Summary

Description

This workshop will show you how to set up a system in MS Outlook that will allow you to focus on your overall vision, your roles, your goals, and your priorities. This will ensure that your activities are linked and properly prioritized to help you meet those goals and objectives.

Objectives

After taking this course, students will be able to:

- Use Outlook to prioritize your actions and activities
- Set, keep track and achieve goals and objectives utilizing your system in Outlook
- Consistently focus on priorities
- Create and implement a personalized plan for organizing their time and email

Topics

- Managing Your Email
- Managing Your Activities
- Managing Your Schedule
- Managing Your Communications

Audience

This course is designed for business professionals looking to increase their productivity and better manage their workload.

Prerequisites

There are no prerequisites required for this class.

Duration

One day

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Course Outline

- I. Managing Your Email**
 - A. Improve email management efficiency
 - B. Incorporate advanced features into your email management strategy to prioritize your work
- II. Managing Your Activities**
 - A. Set and keep track of goals/objectives/priorities
 - B. Distinguish between processing email and taking action on tasks
 - C. Set up an effective system to track activities
 - D. Customize and manage the Task Pad to help you meet your goals and objectives
 - E. Create categories to plan, prioritize and follow up on projects and make informed decisions
- III. Managing Your Schedule**
 - A. Integrate emails into calendar to save time
 - B. Decide what belongs on the calendar and what belongs on the task pad
 - C. Customize Outlook to increase productivity
- IV. Managing Your Communications**
 - A. When writing or responding to an email message:
 - B. Use specific methods to send clear, concise emails
 - C. Develop strategies to save time when creating or responding to emails
 - D. Learn how to write effective emails
 - E. Create meaningful subject lines to ensure faster, more accurate responses