

TIME MANAGEMENT WITH MS OUTLOOK

COURSE OUTLINE



01428 741 482
capitaltraining.com





3 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Audience

This course is designed for professionals, executives, managers, and anyone seeking to enhance their time management skills using Microsoft Outlook

Pre-Requisites:

Participants should have a basic understanding of Microsoft Outlook and be comfortable navigating its interface.

Course Objectives:

By the end of this one-day course, participants will have acquired advanced skills in time management using Microsoft Outlook, enabling them to optimize their workflow, enhance productivity, and effectively manage their schedules and tasks.





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Course Content

- Understanding key principles of effective time management.
- Recognizing common time-wasting habits.
- Outlook Email Management for Time Efficiency:
- Implementing email organization strategies.
- Utilizing rules and filters for efficient email handling.
- Calendar Management and Scheduling:
- Maximising Outlook calendar features for effective scheduling.
- Integrating tasks and appointments for streamlined planning.
- Task Management and Prioritisation:
- Creating and managing tasks within Outlook.
- Prioritizing tasks and setting deadlines.
- Categories and Labels for Organization:
- Using categories and labels
- Color-coding and categorizing items for quick identification.
- Automation with Quick Steps:
- Creating custom Quick Steps for automated task handling.
- Streamlining repetitive actions for time savings.
- Integration with OneNote and To-Do:
- Utilising Outlook's integration with OneNote for note-taking.
- Syncing tasks with Microsoft To-Do for cross-platform access.
- Mobile Productivity with Outlook:
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