Outlook
Time Management

General Outline — Time Management

The focus of this course is to help you use MS Outlook to maximise your productivity, efficiency and effectiveness in managing your time in both your working/ professional and personal lives.

The course covers hands-on skills for using Outlook correctly to save time and plan, schedule and track your activities, meetings, goals and information.

How to organise and manage your email, how to use the calendar to set your goals and schedule time to achieve them, and how to manage information related to your contacts are all covered.

See over the page for the details course content

Client Reviews

"What was great were the little tricks about setting up and configuring Outlook to the way I want it to work."
Geoff, Electrician

"I discovered how useful Outlook is."
Josh, Pilot

"I love the handy hints to make life easier."
Dave, Navy

"I'll now have a more efficient and tidier workspace on Outlook, with more automation and better organisation."
Viruben, Engineer

"It was very relevant to my everyday use of MS Outlook. There'll be improved efficiency with handling and managing emails."
Lee, Aerosystems Specialist

"The training was very beneficial for streaming/integrating Outlook to improve efficiency/productivity."
Adrian, Navy

"A brilliant workbook!"
Diana, Admin

"I am much more in control of my time and able to schedule accurately."
Kerrie, Accounts Payable

"All of the content, the huge opportunities and number of options available to pursue made a big impression on me."
William, Management

"It struck me how invaluable Outlook can be when used properly."
Tania, Admin

"The experience improved my speed of operations and time planning."
John, Manager

CLASS TRAINING

Duration & Rate:

♦ 1 day public course ($319) OR
♦ 3 x 1-hour online ($132) OR
♦ Closed / Onsite (inquire)

Prerequisites:

It is highly recommended that attendees have basic experience with Outlook, such as working with e-mail, calendar, tasks and contacts.

Public Course Includes: *

♦ Use of a computer for hands-on exercises.
♦ Extensive training manual.
♦ Refreshments.
♦ Certificate of attendance.
♦ After-course support.
♦ Free refresher course.

* Inquire re details.

How to Book:

♦ Phone us on (02) 6041 2711.
♦ Email us at office@classtraining.com.au.
♦ Book online at www.classtraining.com.au

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Work Smarter!

Outlook - **Time Management**

Detailed Course Outcomes

Time Management with Outlook Course (1 day):

- Set up Outlook to better view your Outlook data in one neat place.

- **Set up Outlook's Options to operate more efficiently –** e-mail options, calendar options, task options, etc.

- **State what is meant by 'archiving data' and set up and use 'Autoarchiving' to 'file away' information you need to keep and easily retrieve.**

- Use Outlook to plan and manage your time and activities such as:
  - ⇒ use categories to group/organise and define your roles/jobs/projects, etc
  - ⇒ use tasks to set and manage goals
  - ⇒ integrate tasks with the calendar
  - ⇒ integrate other Outlook data together
  - ⇒ track information/correspondence about contacts
  - ⇒ set up a system for following up tasks, contacts, information, etc

- Handle and manage e-mail better:
  - ⇒ use shortcuts for e-mail attachments
  - ⇒ sort and find e-mail messages
  - ⇒ use flags/reminders for when to process e-mail
  - ⇒ use folders better to manage e-mails
  - ⇒ create search filters to automatically organise e-mails

- **Use Outlook's rules to process e**-mails *automatically* such as:
  - ⇒ flag incoming e-mails from a particular person automatically
  - ⇒ flag incoming e-mails containing particular keywords automatically
  - ⇒ move e-mails to designated subfolders automatically
  - ⇒ forward e-mails to designated people automatically

- Handle and manage calendar better:
  - ⇒ use shortcuts to view/navigate calendar
  - ⇒ use shortcuts to create calendar items
  - ⇒ automatically colour-code calendar items
  - ⇒ apply categories for better management

- Handle and manage meetings better:
  - ⇒ set up meetings and invite attendees
  - ⇒ **check attendees' availabilty without needing to share calendars**
  - ⇒ book resources (rooms, equipment, etc), correctly
  - ⇒ easily track responses to meetings from invitees
  - ⇒ change meetings easily and send updates

- Handle and manage tasks better:
  - ⇒ use categories to better organise tasks
  - ⇒ use tasks to set goals
  - ⇒ allocate tasks to other people and followup / track them
  - ⇒ use tasks to manage goals and simple projects

Course Delivery Options:

This course can be delivered:

- as a public course with maximum ten (10) participants.

- onsite in your training rooms, and with optional laptops/notebooks.

- as one-on-one executive or small group courses.

- as 3 x 1-hour live webinars (online).

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- Use of a fast PC – one person per PC.

- An extensive training manual of step-by-step exercises.

- Refreshments.

- Certificate of attendance listing the outcomes covered.

- Support via phone, fax or e-mail for content covered.

- Support from our online Help Desk and Knowledgebase.

- Answers to your specific queries.