Outlook
Time Management

General Outline

The focus of this course is to show you how to use Outlook to maximise your productivity in managing your time in both your working/professional and personal lives.

How to better organise and manage your email and use automated processes to save you stacks of time are covered. You'll some great shortcuts as well as better ways to track email, follow-up, and much more.

Also, better ways and suggestions for using the calendar, tasks and to-dos is also a focus.

You'll learn how to 'step back' and see your overall work, how it's all going and whether it needs fine-tuning. And there's plenty of time for Q&A's.

Detailed Course Outcomes

- **Set up Outlook** to make it look and work better.
- Create and use **'mini-templates'** to create emails quickly.
- Use **flags and categories** to better prioritise email.
- Use **tracking features** to find emails quickly.
- Set up better subfolder systems.
- Use **Quick Steps** and **Rules** to manage emails automatically.
- Use **Search Folders** to quickly view required emails.
- **Navigate the calendar** with great shortcuts.
- Use shortcuts to create and **copy calendar entries**.
- **Colour-code calendar entries** automatically.
- Make better use of **tasks and to-dos**.
- Integrate Outlook data to set up a **management system**.

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'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 Outlook. There'll be improved efficiency with handling and managing emails."
Lee, Aerosystems Specialist

"A brilliant workbook!"
Diana, Admin

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

CLASS TRAINING

Delivery & Duration

- 1 day public course, **OR**
  1 x 3-hour online session **OR**
  Closed / Onsite (inquire)
- For rates and dates, visit:
  classtraining.com.au/ coursedates/21-outlook-time-management

Prerequisites

CLASS Training **Excel Basic** course or previous experience with Excel is highly recommended.

Public Course Includes*

- Computer for hands-on skills.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

Online Sessions Include

- PDF workbook of instructions.
- Interactivity: ask your questions.
- Access to recording of webinar.
- After-course support.

How to Book

- Phone: **(02) 6041 2711**
- Email:
  office@classtraining.com.au
- Book online:
  classtraining.com.au/ coursedates/21-outlook-time-management

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