Priority and Productivity Management using Microsoft Outlook 2010

Duration: **1 day**

Overview:

Time Management is a misnomer. Individuals need to effectively organise 'themselves' within a given time period so as to gain greater productivity and stress minimisation. Microsoft Outlook 2010 provides a variety of different tools to help individuals increase their productivity and assign priority to items. The New Horizons Priority and Productivity Management using Microsoft Outlook 2010 Program teaches participants the fundamentals of time management, whilst practically applying the theory to Microsoft Outlook 2010.

Key Participant Benefits:

Includes strategies to help individuals accomplish greater productivity using Outlook 2010.

Lesson 1: Time Management Overview

- The Benefits of Managing your Time
- Setting Goals
- Guidelines for setting Goals
- Priorities
- Keep a Time Log
- The To-Do List

Lesson 2: Using Outlook 2010 to Prioritise

- Customising the Outlook environment
- Manage your E-mail
- Creating an effective filing system
- How to process E-mail
- Colour Categories
- Rules and Alerts
- Sorting E-mails
- Organise using Colour

Lesson 3: Time Management Plans & To-Do lists

- The Four D's
- How Much Time Does Planning Require?
- Time Management Plan

Lesson 4: Using Tasks in Outlook to build your To-Do list

- Flags and the To-Do List
- Creating Tasks in Outlook
- Managing Tasks in Outlook
- Assigning Tasks to Others

Lesson 5: Productivity

- Conducting Productive Meetings
- Controlling interruptions

Lesson 6: Increasing Productivity using Outlook

- Cleaning up your calendar
- A well organised calendar
- Scheduling Meetings
- Share Calendar
- Instant Search
- Insert Quick Parts
- Use Voting Buttons to keep track of responses
- Turn off notification devices
- Manage Junk E-Mail

Review: Assembling the Toolbox

- Creating an Action Plan
- Evaluate the Time Management Process