

Priority and Productivity Management using Microsoft Outlook 2013

Duration: 1 day

Overview:

Time management is a misnomer. Individuals need to effectively organise 'themselves' within a given time period in order to gain greater productivity and minimise stress. Microsoft Outlook 2013 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 2013 training course teaches participants the fundamentals of time management, whilst practically applying the theory to Microsoft Outlook 2013.

Pre-requisites:

Before attending this course, students must have completed Outlook 2013 - Level 1 course or have equivalent skills/knowledge.

At Course Completion:

After completing this course, students will be able to:

- More productive
- Better able to manage multiple tasks
- More confident and comfortable with Outlook 2013
- Less stressed and feeling more in control
- Better able to manage interruptions, both technological and people

Lesson 1: Time Management Overview

- The Benefits of Managing Your Time
- Setting Goals
- Priorities

Lesson 2: Using Outlook 2013 to Set Priorities

- Customising the Outlook Environment
- Manage Your E-mail
- Process Your E-mail
- Creating an Effective Filing System
- Rules and Alerts
- Organise Messages into Pre-defined Groups
- Organise Using Colour with Conditional Formatting

Lesson 3: Time Management Plans & To-Do Lists

- How to Process Action E-mails
- Delegation Process

Lesson 4: Using Tasks in Outlook to Build Your To-Do List

- Flags and the To-Do List
- How to Flag a Message
- Creating and Using Tasks in Outlook

Lesson 5: Productivity

- Attending Productive Meetings

Lesson 6: Increasing Productivity Using Outlook

- The Outlook Calendar
- Cleaning Up Your Calendar
- Scheduling Meetings
- Responding to Meeting Requests
- Calendars – Grouping
- Calendars – Overlay Mode
- Send Your Calendar via E-mail
- Share Calendar
- Share Your Default Calendar Folder with Someone
- Instant Search
- Query Builder Feature
- Insert Quick Parts
- Use Voting Buttons to Keep Track of Responses