

## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2010

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**COURSE LENGTH: 1.0 DAYS**

After attending this Effective Time Management Using Outlook 2010 training workshop, you will achieve better control over your day, prioritize and schedule tasks, learn to allot time to each task, achieve balance, manage interruptions and accomplish your daily goals.

Now available throughout Singapore, this Effective Time Management Using Outlook 2010 training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

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## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2010 COURSE OUTLINE

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### FOREWORD

Time management is a crucial factor in achieving your short, medium and long-term goals. Managing time is not difficult if you use the right tools. This one-day training course is developed to educate you on the proper use of Microsoft Outlook as an effective tool in managing your time. This course will teach you how to use the Calendar, Notes, Journal, One-Note and Outlook Task List options, work with email messages, manage electronic files, send task requests and more.

This Effective Time Management Using Outlook 2010 Training Course teaches understanding and skill development in customizing the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

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### OUTCOMES

This extensive training course in effective time management using Outlook provides useful strategies and skill development for easily managing your work.

**After completing this course, participants will have learned to:**

- ▶ Use planning tools
  - ▶ Change notification options
  - ▶ Customize panes
  - ▶ Customize the Quick Access toolbar
  - ▶ Use Viewing tools
  - ▶ Work with email messages
  - ▶ Use Search in Outlook
  - ▶ Dump, delay and delegate
  - ▶ Send task requests
  - ▶ Sort by categories
  - ▶ Manage electronic files
  - ▶ Get rid of the junk
  - ▶ Organize their workspace
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### MODULES

#### Lesson 1: Getting Started

- ▶ The Power of Change
- ▶ Case Study: Another Day at the Office
- ▶ Planning Tools
- ▶ Using Outlook's Viewing Tools

#### Lesson 2: Setting Up Outlook

- ▶ Changing Notification Options
- ▶ Customizing the Quick Access Toolbar
- ▶ Customizing the Outlook Screen
- ▶ Customizing Your Panes

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### Lesson 3: The Four D's

- ▶ Do, Dump, Delay, and Delegate
- ▶ Do: Working with E-mail Messages
- ▶ Dump: Working with Deleted Items
- ▶ Delay: Setting up Your Outlook Task List
- ▶ Delegate: Sending Task Requests
- ▶ STING

### Lesson 4: Finding What You Need

- ▶ Organizing Your Workspace
- ▶ Sorting Based on File Type
- ▶ Sorting with Categories
- ▶ Managing Electronic Files
- ▶ Using Search in Outlook
- ▶ Getting Rid of the Junk

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### WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)