PROFESSIONAL DEVELOPMENT TRAINING

Effective Time Management Using Outlook 2016 - Online Instructor-led

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REQUEST QUOTE

1.0 DAY COURSE

Knowledge of specific tools and techniques is essential to managing your time successfully. Microsoft Outlook is a tool used for time management worldwide, developing time management skills using Outlook is easy to learn.

The PD Training Effective Time Management Using Outlook 2016 Training Course provides you with training in planning, delegating, delaying, dumping and performing tasks productively. It's all about classification and application.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

Contact us today for a group quote.

What You'll Gain:

This Effective Time Management Using Outlook 2016 Training Course teaches understanding and skill development in customising 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.

Outcomes

This extensive training course in effective time management using Outlook 2016 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
- Customise panes
- Customise 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
- Organise their workspace

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: 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 3: Setting Up Outlook

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

Lesson 4: Finding What You Need

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

Talk to our expert team

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