

Time Management with Microsoft Outlook

Drowning in email, overloaded with information, getting calls on your mobile 24/7 - technology is changing the way we work. These days, any email you send is a legal document. On top of that, many people have over a thousand emails in their inbox. People can and do send us information twenty four hours a day. And rather than getting easier, the usage of email is doubling every six months. The question is how do you combine traditional time management principles with the current array of communications technologies in your workplace? What you need is an approach that combines theory with technology. This workshop focuses on how to improve your personal productivity by maximising the technology you have at your disposal. Imagine having your own personal secretary that assists you with your tasks, emails and meetings. The power of this workshop is that you don't have to be an I.T. guru to gain new skills in a short time frame. There won't be heavy technical jargon. Rather it will be a hands-on workshop designed to give you practical skills that can be applied immediately to make Microsoft Outlook work for you as a time management tool.

Outcomes

- knowledge of processes and strategies to more efficiently manage email using Microsoft Outlook
- ability to identify strategies to increase proactive time
- ability to organise and complete a work schedule in a controlled manner

Topics covered

- email management
- priority management
- time management
- information management
- email protocol

Who should attend?

This workshop is ideal for the busy professional who uses the technology of Microsoft Outlook in their workplace and who wants to gain new skills to improve productivity

Pre-Requisites

A basic knowledge of Microsoft Outlook is preferable but not essential

Course Leader

Elliot Hayes

Duration

Half day

In-house delivery

This course is particularly suitable for in-house delivery and can be customised to meet the specific needs of organisations and institutions.

