

Be More Productive with Outlook

Manage your email, calendar, tasks, and contacts more effectively to save time and stay in control.

Practical strategies and proven techniques to reduce overwhelm, stay organized, and get more done with Outlook.


1 Day
or two
half-day
sessions



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

This course helps you take control of email, calendar, tasks, and contacts so you can manage your time, reduce distractions, and focus on what matters most.



WHO THIS COURSE IS FOR

- ✓ Professionals who want to improve their Outlook productivity and time management.
- ✓ Anyone who wants to better manage email, calendar, tasks, contacts, and information using Outlook.
- ✓ Teams looking to streamline communication and stay organized.



EXPECTED OUTCOMES

By the end of the course, participants will be able to work more efficiently in Outlook and apply practical techniques to save time and stay organized.



Manage email efficiently and reduce inbox overload.



Plan and manage time effectively using the calendar.



Organize tasks and stay on top of commitments.



Collaborate and delegate work with confidence.



Find information quickly using search, rules, and categories.

COURSE TOPICS

01



Promoting Focus & Productivity

Set up Outlook to focus on what's important and improve daily productivity.

02



Taming the Email Beast

Organize your inbox, use rules and categories, and apply the 4D process.

03



Staying on Track with Tasks

Create and manage tasks, use Loop and To Do, and track progress effectively.

04



Managing Commitments & Teams

Schedule meetings, manage invites, and work effectively with your team.

05



Organizing Contacts

Manage contacts, distribute lists, and stay connected more easily.

06



Personalizing Outlook

Customize views, settings, and Quick Steps to work your way.

07



Security & Best Practices

Protect information, avoid distractions, and apply Outlook best practices.



GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic Microsoft 365 and Outlook scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use Outlook with confidence from day one.