



Be More Productive with MS Outlook®

Is your Inbox out of control? Have important tasks been falling through the cracks? Do you find yourself spending too much time looking for things? It's estimated that Email makes up 90% of business correspondence. It has become increasingly important to effectively capture and track business related emails, tasks and commitments.

Who Should Attend

Anyone who is using MS Outlook and wants to increase their productivity by maximizing the use of its tools through time-saving tips and strategies.

Workshop Learning Outcomes

- Master your Inbox and create a persistent focus on priorities
- Improve overall email management efficiency
- Stay on top of follow-up activities with a proven task management system
- Manage and track task delegation seamlessly
- Learn time-tested strategies to maximize the use of your time
- Understand why we procrastinate and learn techniques to conquer it
- Improve your productivity by making use of Outlook's most powerful tools.

Introduction and Course Overview

- Identifying personal challenges to achieving optimum productivity
- Setting personal learning objectives

Setting up the Outlook Environment for Increased Productivity

- Changing your default view to immediately increase your focus on results
- Modifying Outlook options to eliminate interruptions

Taming the Email Beast

- Learn the best strategies to master your Inbox
- Convert your emails into tasks, appointments and contacts
- Use Flags and Categories to quickly track down emails
- Create rules that will handle emails for you
- Keep filing simple and effective
- Learn how to find emails quickly by using Outlook's powerful search tools

GILLES ESIAMBRE

President

gessiambre@totbox.ca

437 580-6933

Controlling your Schedule (before it controls you)

- Budget your time for best results
- Make time for the important
- Understand how to effectively schedule meetings
- Create recurring events to support your work routines

Staying on track with Outlook Tasks

- Prioritize tasks to achieve your desired outcomes
- Use recurring tasks to stay on top of regular commitments
- Use Categories to manage project tasks
- Learn to let go - managing and tracking delegation with Tasks Requests

Making best use of your Contacts

- Use Contacts to enhance communication
- Track all contact related activities with just one click
- Find contacts quickly with Categories

Developing a realistic action plan

- Set goals that will support your success
- Create a daily plan that fits your reality

Workshop Formats:

- Live Webinar : Two 3 hour sessions

OR

- Client Site (9:am-4:00pm)

*Includes: - A detailed PDF Learning Manual
- Unlimited Complimentary Email Coaching

GILLES ESIAMBRE

President

gessiambre@totbox.ca

437 580-6933