

## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2010 TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Manage your time better with the help of tools like Microsoft Outlook. The Effective Time Management Using Outlook 2010 Training course provides you with the knowledge to develop your skills in using the time management features in Microsoft Outlook 2010 easily.

This one-day training course covers: how to customise the Outlook screen, using viewing tools and search function, changing notification options, sorting by file type, sending task requests, organizing your work space, strategies, tools and techniques to effectively manage your time and much more.

This comprehensive training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle.

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## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2010 TRAINING COURSE OUTLINE

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### FOREWORD

Effective Time Management Using Outlook 2010 Training Course includes understanding and skill development in customizing the Outlook screen, changing notification options, sort 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 2010 provides useful strategies and skill development so that you can easily manage 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: 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

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### Lesson 3: Setting Up Outlook

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

### 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

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