

EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013 TRAINING

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COURSE LENGTH: 1.0 DAYS

Manage your time easily and efficiently with a time management tool like Outlook 2013. The Effective Time Management Using Outlook 2013 Training course will help you acquire the skills to easily use the improved time management features in Outlook.

This one-day training course covers the following: how to customize the panes and Quick Access toolbar, changing notification options, sort based on file categories, using the planning tools, send task requests, getting rid of junk, managing electronic files 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.

EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013 TRAINING COURSE OUTLINE

FOREWORD

This Effective Time Management Using Outlook 2013 Training Course teaches understanding and skill development in customizing 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 2013 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
 - ▶ 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

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

WEB LINKS

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