



Better Skills Training – Because We All Need Better Skills

Outlook Module: Optimise Your Time with Microsoft Outlook

The majority of businesses users rely on Microsoft Outlook to send and receive emails, schedule meetings and maintain a task list, however most Outlook users have never customised the interface to work more efficiently with it. The out-of-the-box settings are not the best options and actually slow you down with many unnecessary distractions and far too many clicks to find what you want, when you need whatever it was you were looking for, before you got distracted by yet another email. In this short module you will learn how to set up the interface to optimise your time and tame the email monster, along with shortcuts to speed up your email, task, and calendar usage.

Topics:

- Why the default Outlook settings need to be changed
- Changing notification settings for less distractions
- Changing reminder settings except for the essentials
- Changing the basic view settings because you need visibility on certain emails
- Applying Steven Covey's Four Quadrants of Time Management to working with email
- Changing the calendar view so that you can see what is happening and when it is happening
- Changing the task view to prioritise your to-do list and never miss a deadline again
- Changing the start-up view so that you don't start your day looking at a full inbox
- Best Practices for working with a lot of emails, such as, automatic rules and less folders

Should You Attend This Module?

If you use the desktop version of Microsoft Outlook and find yourself snowed under with emails, don't have a minute in the day to plan for tomorrow, and can't sleep at night because you've just remembered an outstanding task that you forgot about, then this is for you. No previous Outlook usage is necessary and could prove an advantage. If you want an extra hour in your week and are willing to change a few habits in how you work with emails, then you need to attend this training module.

Schedule

13:30 – 14:30

14:45 – 16:30

Session Material

A hardcopy handout will be provided to outline the main changes required for your Outlook interface along with a pdf copy of the Best Practices with Microsoft Outlook.

"Time is the scarcest resource and unless it is managed nothing else can be managed."

Peter Drucker

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