Increase Productivity using Microsoft Outlook

About this course

If you want an empty inbox at the end of each day, a method of finding and retrieving emails quickly, a schedule that works and does not require you to think you are missing a meeting or a follow up on an important document – and a process that will increase your productivity, then this course is ideal for you. This course teaches participants the principals of time management and productivity, through practically applying the theories to MS Outlook.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Use MS Outlook as an engine of productivity
- Understand how to discern the important from the less important e-mails and manage emails more effectively
- Understand principals of time management and work smarter
- Effectively plan each day, prioritise & schedule tasks
- Customize MS Outlook for better personal effectiveness
- Work effectively with others through sharing of calendars, address books and using MS Outlook for arranging, accepting and rescheduling of meetings
- Manage workload by creating tasks directly from emails
- Apply the Cenit "Zero In" principal to your Inbox, for zero inbox emails at the end of each day.

Who should attend

Participants must have a good working knowledge of Microsoft Outlook.
A pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

.Course syllabus

Module 1: Principals of Time Management

- The benefits to managing your time
- Time Management Best Practices
- Setting goals and priorities
- Time Wasters

Module 2: Defining personal productivity

- Defining your personal time wasters
- Setting your productivity objectives
- Managing interruptions
- Effective communication
- The power of delegation

- Your personal time management quadrant

Module 3: MS Outlook an overview

- A brief recap on some of the functionality in MS Outlook

Module 4: Customising MS Outlook

- Customising MS Outlook to work for your needs

Module 5: Scheduling with Calendar

- Understanding calendar and calendar events
- Scheduling with calendar
- The Power of Delegation and the art of saying No
- Delegation with calendar
- Group collaboration through calendar sharing

Module 6: Task Management

- The importance of planning & setting task orientated goals
- Customising task views
- Creating and managing tasks with Outlook
- Delegation with outlook
- Tasks V Calendar

Module 7: Email Management and workings

- Zero inbox control
- Creating an email folder management system
- Automatic email filing
- Setting rules for your email management
- Flags and reminders and prioritization for email
- MS Outlook email tools and their effective use
- Creating email signatures
- Writing emails using the P.A.S.S. model
- Importance of effective communication in productivity

Module 8: Using the address book

- Adding, modifying and deleting addresses
- Creating groups
- Global address book
- Using your contacts to store frequently accessed information

Module 9: Other tips for productivity

- Using the out of office assistant
- Avoiding issues through rule setting
- Change default settings
- Your personal productivity plan