

Outlook Strategic Management

Course Description

Tired of living in your Inbox? Maybe you shouldn't be there. Learn how to create a powerful time management dashboard in Outlook that will show you what you need to do on one screen and allow you to manage your priorities and schedule. Learn key setting changes in Outlook and a handful of keyboard shortcuts that can eliminate 100's of mouse clicks per day and keep you more focused on what is most important in your day and better manage and delegate work.

Course Fee: \$149 +GST Course Duration: 4 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Learn time saving tips for managing your calendar
- Create an effective file/e-mail management system
- Learn the 5 D's of e-mail management to keep your Inbox empty
- Understand how to use Tasks and To-dos
- Create a single dashboard to manage almost everything you need to do in Outlook on one screen
- Use Outlook to assess priorities and level work load for the week
- Learn to file and forward e-mails with a single click
- Utilize search folders
- Learn to delegate, manage and track work
- Learn how to run multiple small projects using Outlook
- Use time saving advanced e-mail functions such as redirect, delay or set expiry dates for e-mail messages and voting buttons

Course Prerequisites

The course assumes that students have completed the Microsoft Outlook course or have a good working knowledge of Outlook.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.

