

# Managing your time, priorities and activities with Outlook

Duration: 0,5 day

Audience: Pour tous

## Who is this training for?

This training is for anyone who wants to improve their time management by deepening the techniques of the Calendar and Tasks folders.

## Training objectives

- Apply time management best practices in the Outlook desktop app
- Discover tips and tricks to increase efficiency and stay in control with Outlook
- Organize Outlook so you don't lose sight of important tasks and follow-ups

## Summary

To learn techniques and methods based on time management principles, in order to be more efficient in managing all of your activities at work. Do you use Microsoft Outlook every day without knowing that it can become your best ally in terms of time management? Microsoft Outlook has several features that can quickly make you more productive. Our Managing Time and Priorities with Outlook training will allow you to better understand your behaviors and to exploit the full potential of Outlook to organize your work, plan your schedule, prioritize your tasks, focus on value-added activities, communicate and negotiate your time effectively. Whether you value performance or work-life balance, knowing how to manage your time is a must that can be learned. Our experts in professional efficiency offer you training that combines the concept of time management and IT techniques.

## Course outline

- Create a dashboard using the calendar
- Work efficiently on the Calendar folder for good appointment management
- Improve daily and weekly planning
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Work on the Tasks folder to better manage file follow-ups, whether they are client, project, administrative or other files

- Centralize tasks in order to better prioritize and eliminate long to-do lists, piles and "post-its" that clutter the desk
- Work on emails that give rise to tasks and follow-ups

### **Time management concepts covered during the training :**

- Moving from managing to consuming time efficiently
- Nine essential time management skills
- Impacts of scattering tasks
- Importance of time management follow-up
- Importance and benefits of daily and weekly planning.

### **Topics covered**

- Introduction to time management.
- Optimization of the software and creation of the time management dashboard (Management of displays and important options to be put in place for a good start).
- Distinguishing the 4 elements of time management in Microsoft Outlook.
- The effects of working in silos or spreading them too thin.
- The winning equation for a good organization.
- Manage follow-up dates in a task.
- Category and priority management.
- Management of file follow-ups, customer follow-ups and projects.
- Alert management to reduce disruptions.
- Email lifecycle.
- Introduction to ranking.
- Manage emails over time using tracking and task options.
- Creation and management of appointments and events.
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How to plan your time with Microsoft Outlook and/or To-Do

- Scheduling: an essential activity in time management. Why plan?

### **For Microsoft 365 users**

- Create lists and tasks in Outlook and To-Do
- View follow-up emails in To-Do
- Plan the day in To-Do

### **Approach and methodology**

- Lectures
- Demonstrations
- Guided and individual exercises

### **Prerequisites**

This training takes place on the desktop application. Does not cover the special features of the web versions, for Mac and the new Outlook for Windows.

### **Recommendations**

Knowledge of the Microsoft 365 cloud environment (including OneDrive and Teams) is highly recommended.