

Program manage Your Time, Priorities, Notes and Emails

Duration: 1,5 days

Audience: Pour tous

Who is this training for?

This course is aimed at any person, manager or employee, who is looking to find concrete methods and techniques to better organize their work.

Training objectives

- Organize and structure Outlook to better manage your time
- Gain knowledge to better plan your time

Summary

This path brings together three of our most popular courses to learn how to better organize your work: Manage your Outlook time, priorities, and activities, Organize your communications and emails with Outlook, and Organize your notes and ideas with OneNote. Whether you value performance or work-life balance, knowing how to manage your time is a must that can be learned.

Course outline

Manage your time, priorities and activities with Outlook

- Understand the basic concepts of time management.
- Create a dashboard using the calendar.
- Work efficiently on the Calendar folder for good appointment management.
- Improve daily and weekly planning.
- Work on the Tasks file to better manage the follow-up of files, whether they are client, project, administrative or other files.
- Centralize tasks to better prioritize and eliminate long to-do lists, piles, and "post-its" cluttering the desk.
- Work on emails that give rise to tasks and follow-ups

Organize communications and emails

- Identify elements that can help or hinder time management.
- Define when, how, and why to use email.
- Manage wasted time due to email interruptions.
- Use the To, CC and CCI fields more wisely.
- Use folders wisely in Outlook.
- Conduct effective research.
- Create email rules to reduce the number of emails in the inbox and sort them more easily and efficiently.
- Automate some repetitive actions using quick actions.
- Create email templates and QuickParts.
- Assimilate the email lifecycle and best practices for following up and not forgetting anything.

Organize notes and ideas with OneNote

- Get started
- The concept of intuitive note-taking.
- Management of indicators and synthesis.
- Manage notebooks, group, section, subsection, page, and subpage.
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Team sharing of note pages.

- The essentials for effective note-taking.
- Manage notes in project mode.
- Grade management in R&D mode.
- Course grade management.
- Meeting management.
- Management of telephone messages.
- Insertions.
- Impressions to OneNote.
- Research.
- Synergy between Microsoft Outlook and Onenote.
- Canvas customization.

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Use Outlook and OneNote in desktop version

Recommendations

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