Time management with Outlook

Working paperless, thinking digitally: the course "Time management with Outlook" brings you up-to-date in one day on the possibilities that the technology offers to work more efficiently. This is a unique course where you learn how to deal with email using Outlook.

Some key points:

- Proven effective as also recommended by Microsoft
- Time management according to "Getting things done" using Outlook
- Task management according to "Master your workday" using Outlook
- Tips and Tricks from a very experienced trainer on this instructive and inspiring day

Course duration

The duration of the course is six hours completed in one day.

Audience and Prerequisites

The required prior knowledge is to understand the topics of our Word Basic course.

Summary

Inbox

- Your Inbox is always empty when you go home!
- You've got all your chores under control in Outlook

Setting the ideal screen display

Saving time with message creation

- Signatures
- Store and manage frequently used texts
- Send fewer attachments
- Other tips

E-mail as simple as possible
archive

- 2 minute line
- Ideal folder structure, you'll be amazed!
- Archive with one mouse click
- Use of meta data

Automatic processing and options

- No messages in your inbox which are not strictly necessary
- No unnecessary warnings and notifications

Search

- Find an email in just a few seconds back, anytime!
- Search tips

Tasks

- Follow up tasks from email
- All tasks under control in Outlook
- Perform tasks on the right time, you will never forget one task again
- Prioritize tasks
- Postpone tasks, but not adjust

Tip & Tricks and of course all the space for questions!