



## 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 this 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

- Always go home with an empty inbox!
- Control all your Outlook-chores

#### 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 e-mail in just a few seconds, anytime!
- Search tips

### Tasks

- Follow up tasks from e-mail
- 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!

