Boosting Your Remote Work Productivity with Microsoft Outlook

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	114-26
Duration	0.50 day(s)	3:00 hours [1]
Website link	https://pmctraining.com/training/boosting-your-remote-work-productivity-with-microsoft-outlook/

Manage Your Inbox and Control Your Workload Using Outlook

Although the practice of "telecommuting" or "telework" has been around for decades, most of us are not used to working remotely five days a week. Working remotely has challenges as well as benefits.

Microsoft Outlook has many built-in tools that are underused but can help supercharge your productivity. In this 3-hour course you'll learn some practical tips and strategies to save time and accomplish your priorities as an administrative professional using Outlook and working remotely.

Learning outcomes

At the end of this workshop, you will be able to:

- Manage your time and your manager's expectations, especially when working remotely
- Discover features in Outlook to help consistently focus on your priorities, your actions and your activities
- Set, keep track and achieve goals and objectives utilizing your system in Outlook
- Project professional credibility, authority and presence in online meetings
- Plan, organize and control your workload and priorities

Workshop topics

- Manage your inbox/outbox using outlook (a few tips)
- Assert your voice in remote/virtual meetings
- Manage your priorities from home
- Set boundaries / expectations and work towards work/life balance

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

This course is for anyone who is looking to manage their inbox and outbox while working remotely using MS Outlook.