

Take Control of Your Workday with Microsoft Outlook

- Part 2



Course outline

Provided by: Performance Management Consultants – PMC Training

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| Reference no. | 277-26 |
| Duration | 0.50 day(s) 3:00 hours ¹ |
| Website link | https://pmctraining.com/training/take-control-of-your-workday-with-microsoft-outlook-part-2/ |

Boosting Your Productivity using Microsoft Outlook

In today's busy world it is a constant challenge to keep up with your goals and commitments. Many people often feel as though they cannot find enough time to get everything done. Although we can't give you more hours in the day, we can help you decide what to do and when to do it.

Learning outcomes

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

- Use Tasks/ One Note and MS Planner to prioritize your actions and activities
- Set, keep track and achieve goals and objectives utilizing the combined features of outlook, one note and MS planner
- Consistently focus on your multiple priorities and create a system that works for you
- Create and implement a personalized plan for organizing their time and email

Workshop topics

Part 2: Managing Your Activities & Your Schedule

- Set and keep track of goals/objectives/ priorities
- Distinguish between processing e-mail and taking action on tasks
- Use FITS DRAG© method to process your e-mails:
 - D – Delay
 - R – Reply

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.

A – Assign

G – Garbage

- Integrate e-mails into task pad & calendar
- Decide what belongs on the calendar and what belongs on the task pad
- Use labels or categories to assign colour formatting to your task pad & calendar
- Use **One Note / Planner** tools to help you get organized and stay organized

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

- Have attended Take Control of Your Workday with Microsoft Outlook - Part 1
- Wish to use Microsoft® Outlook® as a Time Management tool and create a personalized system that ensures your activities are linked and properly prioritized to meet your goals and objectives.