



Unleash the Powers of Microsoft Outlook™ for Greater Productivity 1 Day

Create and implement a personalized plan for organizing your time and e-mail

Are you overwhelmed with the number of e-mails you receive in your inbox every day? Do you find there is not enough time to get everything done?

HOW YOU WILL BENEFIT

In this 1-day workshop you'll gain practical skills that will have an immediate impact on your ability to organize your work.

After the workshop, you will be able to:

- Focus on your overall vision, your roles, your goals and priorities.
- Set and achieve goals and objectives using Microsoft Outlook™ as a time management tool.
- Consistently focus on priorities.
- Create and implement a personalized plan for organizing your time and e-mail.

WORKSHOP DESCRIPTION

Part 1: Managing Your E-mail

- How to use Microsoft Outlook™ to prioritize your time
- Improve e-mail management efficiency
- Incorporate Microsoft Outlook™ features into your e-mail management strategy to prioritize your work using:
 - E.g. Flags, Voting Buttons, Send Replies to
 - Folder Lists – create an efficient reference system
- Develop strategies to save time when creating or responding to e-mails
- Learn how to write effective e-mails
- Scan and sort e-mails by subject line or sender to process e-mails more efficiently
- E-mail etiquette: Using the To, Cc, Bcc, Reply and Reply to All buttons
- Create meaningful subject lines to ensure faster, more accurate responses
- Distinguish between processing e-mail and taking action on tasks

Part 2: Managing Your Activities

- Set and keep track of goals/objectives/priorities
- Use drag-and-drop techniques to instantly convert e-mail into tasks
- Customize and manage the Task Pad to help you meet your goals and objectives
- Use Tasks, Contacts and Categories to plan, prioritize and follow up on projects and make informed decisions

Part 3: Managing Your Schedule

- Customize Microsoft Outlook™ to increase productivity
- Understand all aspects of the calendar using labels or categories to assign colour formatting
- Manage meeting requests
- Integrate e-mails into calendar and contacts to save time
- Decide what belongs on the calendar and what belongs on the task pad
- Keyboard shortcuts
- Use drag-and-drop techniques to instantly convert e-mail into calendar events

ATTEND THIS WORKSHOP IF YOU...

- 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.

HOW TO REGISTER

To register, call **(613) 727-7729**

Or email training@algonquincollege.com

Dates: **November 24, 2009**
8:30 a.m. to 4:00 p.m.

Fee: **\$350 (plus GST) for 1-day program**

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

*Check-in, coffee and muffins start at 8:00 a.m.
Afternoon refreshment provided.*

Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.

On-site delivery of this workshop is available.

Sue Faubert teaches computer productivity applications, office productivity and presentation skills. As a computer applications trainer Sue discovered that what people wanted most was to make their computer training relevant in their day-to-day work. Using her experience in training people on Microsoft Office™ applications, CRM and other computer software, Sue developed workshops to help people do just that—to unleash the real power that software productivity suites have to offer.