

Take Control of Your Workday with Microsoft® Outlook®

Use Microsoft® Outlook® to set up a system allows you to focus on your vision, role, goals and priorities.

1 Day

How You Will Benefit

You will learn how to create a system that works for you based on your workload and work style.

This workshop will show you how to set up a system in Outlook® that will allow you to focus on your overall vision, your roles, your goals and your priorities. This will ensure that your activities are linked and properly prioritized to help you meet those goals and objectives

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

Workshop Description

Part 1: Managing Your E-mail

- Improve e-mail management efficiency
- Learn how to manage your inbox and outbox
- Folder Lists – create an efficient reference system
- Incorporate Microsoft® Outlook® features into your e-mail management strategy to prioritize your work & Managing Your inbox by using:
 - Flags
 - Search Folders
 - Categories
 - Quick Steps
 - Clean up conversations
 - Rules & Alerts
- Incorporate Microsoft® Outlook® features into your e-mail management strategy to prioritize your work & Managing Your Outbox by using:
 - Insert Quick Parts
 - Categories
 - Save Sent Items
 - Voting Buttons
 - Direct Replies to
 - Quick Parts
 - Delay Delivery
 - Expiry

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

For more information, contact us at (613) 727-7729 or visit algonquincollege.com/corporate

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
 - 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

Who Should Attend this Workshop

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

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.

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 then this is the course for you.

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

- Manage your inbox
- Use Microsoft® Outlook® to prioritize their actions and activities
- Set, keep track and achieve goals and objectives utilizing their system in Microsoft® Outlook®
- Consistently focus on priorities.
- Create and implement a personalized plan for organizing their time and e-mail

How to Register

- Call (613) 727-7729
- Email training@algonquincollege.com
- Register online: www.algonquincollege.com/corporate
- Location for Open Enrolment Courses:
 - Algonquin College Learning Centre
 - 700 Sussex Drive, Ottawa, Ontario K1N 1K4
 - Group size is limited to 20.
- Dedicated sessions are available at our site or at your location.

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