

McMillan Bird

Time Management using Outlook

Duration: 1 day

Course Aim:

The aim of this course is to learn the time management tools in Outlook. Time management theory is not covered but can be added as an extra module if required.

Course Topics:

New visible features of 2007

- To do Bar
- Integrated Search
- Attachment previewer
- Calendar snapshots and overlays
- Flagging mail
- Colour coding categories

Using Tasks to keep Track

- Recording info in tasks
- Formatting tasks
- Attaching emails and events to tasks
- Grouping tasks
- Prioritizing tasks
- Setting repetitive tasks
- Completing tasks

Views

- Calendar and To do views
- Customizing views (calendar, contacts and tasks)
- Flags and follow up
- Setting up categories
- Grouping tasks by categories and priorities

Advanced Searching techniques

Linking (mail, calendar, contacts)

Rules to automate filing procedures

Recording activities in the Journal

Training