



Be More Productive with MS Outlook® - WebClass

Is your Inbox out of control? Have important tasks been falling through the cracks? Do you find yourself spending too much time looking for things? It's estimated that Email makes up 90% of business correspondence. It has become increasingly important to effectively capture and track business related emails, tasks and commitments.

Who Should Attend

Anyone who is using MS Outlook and wants to increase their productivity by maximizing the use of its tools through time-saving tips and strategies.

Workshop Learning Outcomes

- Master your Inbox and create a persistent focus on priorities
- Improve overall email management efficiency
- Stay on top of follow-up activities with a proven task management system
- Manage and track task delegation seamlessly
- Learn time-tested strategies to maximize the use of your time
- Understand why we procrastinate and learn techniques to conquer it
- Improve your productivity by making use of Outlook's most powerful tools.

Introduction and Course Overview

- Identifying personal challenges to achieving optimum productivity
- Setting personal learning objectives

Setting up the Outlook Environment for Increased Productivity

- Changing your default view to immediately increase your focus on results
- Modifying Outlook options to eliminate interruptions

Taming the Email Beast

- Learn the best strategies to master your Inbox
- Convert your emails into tasks, appointments and contacts
- Use Flags and Categories to quickly track down emails
- Create rules that will handle emails for you
- Keep filing simple and effective
- Learn how to find emails quickly by using Outlook's powerful search tools

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Controlling your Schedule (before it controls you)

- Budget your time for best results
- Make time for the important
- Understand how to effectively schedule meetings
- Create recurring events to support your work routines

Staying on track with Outlook Tasks

- Prioritize tasks to achieve your desired outcomes
- Use recurring tasks to stay on top of regular commitments
- Use Categories to manage project tasks
- Learn to let go - managing and tracking delegation with Tasks Requests

Making best use of your Contacts

- Use Contacts to enhance communication
- Track all contact related activities with just one click
- Find contacts quickly with Categories

Developing a realistic action plan

- Set goals that will support your success
- Create a daily plan that fits your reality

Workshop Formats:

- Classroom: 1 Day (8:30am - 4:00pm)
- Live Webinar - Two 2 hour sessions (4 hours total)
 - *Includes: - A detailed PDF Learning Manual
 - Unlimited Complimentary Email & Phone Coaching

Testimonials:

*"The course exceeded my expectations and provided tools that I did not know existed. I use outlook extensively but was simply an intuitive user of the program. The tools and techniques that I learned in the course are game changers for my productivity and organization. The formal training is a must for any professional looking to enhance their time management skills. As an added benefit, the group training allows teams to enhance their collaborative communication skills. The hidden power of outlook and capabilities for group organization will change your work flow and project management. The key comment that I heard in my training session was "why didn't I learn this sooner". **Tom Newell (Regional VP and General Manager, Ontario - EMCO Corporation)***

"The training opens up so many doors to efficiencies improvements, in particular when it comes down to organizing and time management."

"Training was great. really taught me how to use outlook to my advantage as well as keep me organized and on task."

"This workshop has provided me with practical things I can do every day to not only keep my Inbox under control but to also stay on top of my priorities and other work commitments."

"Totbox' Outlook workshop should be a mandatory course. It helps every employee prioritize properly, delegate and manage time more effectively. This is an excellent job management workshop - not only an Outlook tool course."

"This course will save hours of wasted time every week. Thanks!"

"Great value-add for the majority of EMCO teammates."

"This was the most practical training I have had in my time at EMCO."

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