

## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013 TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Time management is easier with the help of the right tools like Microsoft Outlook. The Effective Time Management Using Outlook 2013 Training course will help you acquire the skills to take advantage of the time management features in Microsoft Outlook.

This comprehensive, one-day training course, can help you learn how to customise the Outlook screen, change notification options, sort based on file type, send task requests, work with deleted items, organise your work space, manage electronic files and more. You will be provided with the strategies, tools and techniques required to manage your work and time more effectively.

The Effective Time Management Using Outlook 2013 Training course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## EFFECTIVE TIME MANAGEMENT USING OUTLOOK 2013 TRAINING COURSE OUTLINE

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### FOREWORD

This Effective Time Management Using Outlook 2013 Training Course teaches understanding and skill development in customising the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

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### OUTCOMES

This extensive training course in effective time management using Outlook 2013 provides useful strategies and skill development for easily managing your work.

**After completing this course, participants will have learned to:**

- ▶ Use planning tools
  - ▶ Change notification options
  - ▶ Customise panes
  - ▶ Customise the Quick Access toolbar
  - ▶ Use Viewing tools
  - ▶ Work with email messages
  - ▶ Use Search in Outlook
  - ▶ Dump, delay and delegate
  - ▶ Send task requests
  - ▶ Sort by categories
  - ▶ Manage electronic files
  - ▶ Get rid of the junk
  - ▶ Organise their workspace
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### MODULES

#### Lesson 1: Getting Started

- ▶ The Power of Change
- ▶ Case Study: Another Day at the Office
- ▶ Planning Tools
- ▶ Using Outlook's Viewing Tools

#### Lesson 2: The Four D's

- ▶ Do, Dump, Delay, and Delegate
- ▶ Do: Working with E-mail Messages
- ▶ Dump: Working with Deleted Items
- ▶ Delay: Setting up Your Outlook Task List
- ▶ Delegate: Sending Task Requests
- ▶ STING

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### Lesson 3: Setting Up Outlook

- ▶ Changing Notification Options
- ▶ Customising the Quick Access Toolbar
- ▶ Customising the Outlook Screen
- ▶ Customising Your Panes

### Lesson 4: Finding What You Need

- ▶ Organising Your Workspace
- ▶ Sorting Based on File Type
- ▶ Sorting with Categories
- ▶ Managing Electronic Files
- ▶ Using Search in Outlook
- ▶ Getting Rid of the Junk

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### WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)