

Time and Task Management using Microsoft Office Outlook2003

IN BRIEF

Delivery: Instructor Led

Duration: Half day

Class size: 10 Students Max.

Inclusions: Microsoft Outlook 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for people who rely on Microsoft Outlook 2003 for communication and who already use it for basic information workflow tasks such as email, appointments and managing task lists. They are presumed to be accomplished users of the application who have a requirement for techniques to better manage Inbox overload and more effectively define and execute tasks.

Prerequisites: Before attending this course, it is expected that participants will have:

- Experience working within Outlook and Microsoft Office as a regular part of their day.
- A working familiarity with Outlook as a communications platform; specifically through emails, appointments and reminders, and tasks.
- A general awareness of time management principles, and a desire to take control of their day.

Products Covered:
Microsoft Outlook 2003

Further Training:
Microsoft Outlook 2003
(Intermediate/Advanced)

Course Description

This half-day, instructor-led course will provide participants with a better hands-on understanding of how to manage their time more effectively, define tasks more accurately, and process incoming information more efficiently. Using Microsoft Outlook 2003 as a "dashboard" application, students will learn how to manage their schedules, projects and assignments, and create and respond to email with greater confidence.

Objectives

At the completion of this course, participants will be able to:

- Use dated and undated tasks, combined with context and categorization to make an informed decision about the next most important thing that needs to be done at any given time.
- Effectively customise and manage the Task Pad and Task window in Outlook to provide the right types of information for various life and business scenarios.
- Learn how to make email more useful and get faster, more accurate responses by creating meaningful subject lines.
- Learn how to use drag-and-drop techniques to instantly convert email into calendar events or tasks. Students will also learn how these techniques can be used to attach the email (including any file attachments) or convert the e-mail body to a text note in the new appointment or task.
- Use custom views to create the "Outlook Dashboard" to bring all of the information necessary to properly manage time and tasks into one central location.

Topics Covered

Introduction Outlook

Using Outlook as an Information Processor
Navigating in Outlook
Panels and views
Outlook tools
Customising Outlook

Effective Use of Email

Processing email
Taking action on message tasks
Filing and retrieving processed email
3D Filter application (Do, Delegate, Defer)

Managing Your Calendar

Keyboard shortcuts in the calendar
Creating effective meeting requests
Creating appointments and announcements
Creating appointments from email
Using and customising labels

Effective Use of Tasks

Generating tasks from email
Creating a custom view
Creating and assigning categories to tasks
Attaching contacts to tasks
Dated vs undated tasks

Setting Up the Outlook Dashboard

Introduction to the Dashboard
Creating custom calendar views on the Dashboard
Using and configuring the TaskPad