

ExecuTrain Course Outline

Time Management: Managing Time Using Outlook 2000

NSL-S0079

2 Days



Description

In today's fast-paced world, many people often feel as though they cannot find time to get everything done. In a work-related environment, the ongoing pressure to achieve business goals, as well as the responsibility to meet deadlines, respond to customer demands, and stay ahead of the competition, are common problems. Feeling overwhelmed because of the workload can result in stress and a sense of helplessness. The right time management skills, however, can help you avoid these problems.

This course teaches participants to set priorities, which is the first step in learning how to manage time effectively. In addition, participants learn techniques to create a more efficient workplace, including developing strategies for skill improvement with respect to scheduling, analyzing, planning, avoiding procrastination, and handling interruptions. Participants will also be exposed to a variety of time management tools, including planners and calendars. In addition, the participants learn the fundamentals of using a computer-based e-mail application (Microsoft Outlook™), including managing folders.

Prerequisites

- None

Objectives

Upon successful completion of this course, students will be able to:

- ✓ allocate time.
- ✓ prioritize time.
- ✓ analyze, plan, and schedule time.
- ✓ avoid procrastination.
- ✓ manage interruptions and "time wasters".
- ✓ use time management tools.
- ✓ manage folders and messages.
- ✓ schedule appointments.
- ✓ schedule meetings and events.
- ✓ manage tasks.
- ✓ manage contacts.
- ✓ work with views and groups.
- ✓ work with categories.
- ✓ use personal messaging tools.
- ✓ work with the journal.
- ✓ organize items in Outlook.

Outline

Examining How You Currently Allocate Your Time

- Your Week at a Glance
- Identifying Individual Time Wasters
 - Common Time Wasters
 - Time Wasters or Long-Term Investments?
- Some Useful Techniques for Managing Interaction

Prioritizing Your Time

- Deciding What Your Priorities Should Be - And Why
- Begin with Your Job Description
- Open the Time Window
 - Putting Your Money Where Your Time Is
- What Have You Learned?
 - Making the Match

Analyzing, Planning, and Scheduling Your Time

- Common Analysis and Planning Techniques

Avoiding Procrastination

- Recognizing the Results of Procrastination
- Common Strategies to Avoid Procrastinating

Managing Interruptions and "Time Wasters"

- Organizing Your Environment
- Handling Mail and Memos
- Handling E-Mail
- Handling Interruptions
 - Putting Your Phone on Voice Mail
 - Setting Expectations
 - Closing the Door
 - Stating the Consequences of Interruptions
- Handling Meetings
- Handling Your Work Environment

Using Time Management Tools

- Introduction to Time Management Tools
- "Sensing" Time
- Planning and Scheduling Strategy
 - Monthly Planning and Scheduling
 - Weekly Planning and Scheduling
 - Daily Planning and Scheduling

Managing Folders and Messages

- Working with Folders
 - Creating New Folders
 - Deleting a Folder
- Filtering Messages with Views

Scheduling Appointments

- Viewing the Calendar
 - Changing the Calendar View
 - Selecting a Specific Date
- Changing Calendar Options
- Scheduling an Appointment
 - Adding an Appointment
 - Creating an Appointment from a Message
 - Manipulating Appointments
- Managing Recurring Appointments
 - Scheduling Recurring Appointments
 - Editing Recurring Appointments
- Filtering Appointments with Views
 - Viewing Active Appointments
 - Viewing Recurring Appointments
- Using Your Skills

Scheduling Meetings and Events

- Converting an Appointment to a Meeting
- Scheduling a Meeting and Responding to a Meeting Request
 - Scheduling a Meeting
 - Responding to a Meeting Request
 - Checking Responses
- Changing Access Permissions to Your Calendar
- Viewing Other People's Schedules
- Scheduling Events
 - Scheduling an Event
- Filtering Meetings and Events with Views
 - Viewing Events
 - Viewing Annual Events

- Printing Your Calendar

Managing Tasks

- Creating and Manipulating Tasks
 - Viewing Tasks
 - Creating a Task
 - Viewing or Changing Existing Tasks
 - Copying Tasks
 - Renaming Tasks
 - Deleting a Task
 - Creating a Task from a Message
 - Tracking the Details of a Task
- Creating a Recurring Task
- Filtering Tasks With Views
- Printing Tasks

Managing Contacts

- Creating Contacts
 - Viewing Contacts
 - Creating a Contact
 - Creating a Contact from the Same Company
 - Creating a Contact from a Message
 - Opening a Contact
 - Editing a Contact
 - Deleting a Contact
- Tracking Contact Activity
 - Viewing Contact Activity
- Filtering Contacts with Views

Working with Views and Groups

- Customizing and Creating Views
 - Customizing the Fields Included in a View
 - Changing Sort Options
 - Setting a Filter
 - Changing the Appearance of Table Views
 - Automatically Formatting Messages in a Table View
 - Creating New Views
- Grouping Messages
 - Grouping Items Using the Group By Box
 - Grouping Items Using the Menu

Working with Categories

- Managing Items in Categories
 - Assigning Existing Items to Categories
 - Assigning New Messages to Categories
 - Removing an Item from a Category
 - Creating New Categories
 - Deleting Categories
 - Resetting the Master Category List
 - Using Categories to Locate Items

Using Personal Messaging Tools

- Using the Personal Address Book
 - Adding Names from the Global Address List to the Personal Address Book
 - Adding New Names to the Personal Address Book
 - Adding Internet Addresses to Your Address Book
 - Specifying Which Address Book Appears First
 - Creating Personal Distribution Lists
 - Removing Items from the Personal Address Book

Working with the Journal

- Viewing and Recording Activities in the Journal
 - Viewing Journal Entries
 - Recording Activities in the Journal
- Organizing Journal Entries with Views

Organizing Items in Outlook

- Using the Rules Wizard
 - Creating Rules with the Rules Wizard
 - Copying Existing Rules
 - Modifying Rules
 - Renaming Rules
 - Removing Rules
- Organizing Items in Outlook
 - Organizing Inbox Items
 - Organizing Calendar Items
 - Organizing Tasks
 - Organizing Journal Entries
 - Flagging Contacts for Follow Up