



## Outlook Email and time management

This course is a must for all those who do not have time to waste. This seminar has been updated to the latest dos and don'ts in working techniques. Did you ever feel like you just do not have enough time? Do you feel like you are over your head in work? Do you feel guilty because you are continuously postponing the most unpleasant tasks? Is your inbox always full and you can barely cope with the flood of information? If this is the case, then this is the course for you. We will show you how to get your inbox under control and organize your tasks with categories. You will be amazed how much time you can save with just some simple tricks.

**Course objective:** To get a better work life balance

**Prerequisites:** Good Outlook knowledge such you would learn in the Outlook tips and tricks course

**Length:** 3.5 hours

### Topics:

- Tasks
  - Entering Tasks
  - Organize your daily work using categories
  - Transform a mail into a task or an appointment
  - Workflow model – how to get an empty inbox
  - Scheduling your tasks according to priority
  - Delegate the task to somebody
- EMail
  - The 2minute rule
  - How to write and answer emails efficiently
  - Best practice on how to organize your folders
  - Define a meaningful subject
- Creating a View
  - Setting filters in order to work on a specific project
  - Working with conditions to apply a format
- Rules
  - Working with rules (e.g. Move cc-mails and newsletters automatically to a specific folder)
- Conditional Formats
  - Assign a color if you are the only person in the to-line