

# PRACTICAL PRODUCTIVITY USING MS OUTLOOK– 3 X 90 MIN WEBINARS



**Where:** Available nationwide (online).

**Price:** Member rate €150 per person (non-member rate €300 per person)

**Duration:** 2.30pm –4.00pm

**Aimed at:** This course is suitable for those who are interested in learning MS Outlook.

**Trainer:** **E-Bridge** - They have significant experience across a wide range of industries, including the Food and Drink sector

## Programme Content

### PPO 1: TIME MANAGEMENT BEST PRACTICE / CUSTOMISE OUTLOOK

- Time Management Principles
- Work proactively to be effective
- Setting Goals & Prioritising - Important vs. Urgent
- A process that will work for you – The 4 D's
- Plan, manage interruptions, overcome procrastination.
- Work Smarter – Communicate & Delegate
- Identify your Time Stealers
- Top 10 – Time Management Best Practices
- Customising Outlook in order to use it more effectively as a time management tool
- Uncluttering Mail View
- Changing calendar, contacts, tasks views
- Changing some default options allowing you to work more productively

### PPO 2: MS OUTLOOK - SHORTCUTS /ESSENTIALS WORKING WITH TASKS

- Review the customisation of MS outlook
- MS Outlook Shortcut keys
- Creating signatures
- Creating and working with Quick Parts
- Creating and working with Quick Steps
- The 4 D's
- Working with Tasks
- Creating a logical folder structure for storing / managing email
- Working with attachments
- Creating tasks directly from an email
- Grouping related work
- Delegating and following up on time
- Categorising tasks / Viewing tasks by category
- Planning realistic days
- Empty your Inbox

### **PPO 3: CALENDAR / CONTACTS / RULES INTRODUCING THE TO DO APP**

- Review the main points already covered on PPO 1 and PPO 2
- Working with the calendar
- Creating, editing, moving calendar entries
- Sharing your calendar and accessing other calendars
- Creating Contacts and Groups
- Gathering contact information directly from an email
- Introducing the 'To-Do' App – View and synchronise your Outlook tasks on your mobile

**To book your place, or for more information, contact Mark Skinner at [mark.skinner@ibec.ie](mailto:mark.skinner@ibec.ie)**