



## Microsoft Outlook Time Management

### Outcomes

- The basics of Time Management
- Using the calendar
- Creating an appointment
- Creating a recurring meeting
- Sending a meeting request
- Updating a meeting using a Smart phone
- Creating an Event
- Print the calendar
- Task Features
- Creating Tasks
- Recurring Tasks
- Sending Status Reports
- Task Assignments
- Importing tasks
- View Options
- Deleting Task
- Advanced Contact Features
- Send Contact Information via Email
- Categorizing Contacts
- Record activity to journal
- Link activities to contacts
- Sort contacts using fields

### Time Management

Participants will discuss the left brain and right brain approaches to time management.

### Planning

This session will explore different planning tools (calendar, appointments & meetings) within MS Outlook and their uses.

### To Do Lists

Participants will discuss how setting tasks, reminders & events can help them manage their time.

### The Four D's

Participants will learn how to Do, Dump, Delay, or Delegate any task.

### Organizing Your Files

During this session, participants will explore ways to manage electronic files, including e-mails.

### Synchronisation

Participants will learn how to use their Smart phone to send and receive emails as well as keep track of appointments.