

## WorkingSm@rt using Outlook

### **Course Length: Full day or 2 half day sessions (6 hours total)**

Receive practical hands-on skills instruction to help you absorb proven techniques for a total time-management solution. Integrate communications, tasks, activities, planning and apply the [WorkingSm@rt](#) [1] method using Microsoft Outlook.

### **Learning Objectives:**

This course will help you:

- Create a consistent focus on priorities
- Gain control of your inbox and email
- Improve your communications
- Manage your time, tasks, and activities
- Use Outlook with a 'business planning' approach

### **Target Student:**

Workgroups and teams including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use MS Outlook, and are not optimizing this powerful software.

### **Course Outline:**

#### **Section 1 Being Productive**

This unit will introduce you to the key elements to help you refine your organizational toolkit with an increased understanding of working on those areas that add greatest value and the need to prioritize. With this productivity platform in place, you will be in a better position to recognize and manage distractions and interruptions.

#### **Section 2 Setting Yourself Up to Work [Sm@rt](#) [2]**

You will gain a deeper understanding of what's available in the Outlook "toolbox" and set up the main components to enable you to work smart with enhanced focus. Learn how to increase your productivity and eliminate unhelpful habits.

#### **Section 3 Manage Your Emails Effectively**

We will show you how to manage your emails. You will learn ways to manage emails you can't act on immediately and learn how to deal with low priority emails. We will show you effective ways to file and find your mail and stay with your priorities regardless of the volume of email traffic.

#### **Section 4 Managing Commitments to Enable a Sense of Achievement**

You will learn the importance of the Outlook Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process that ensures a sense of achievement.

#### **Section 5 Achieve Better Results Through Effective Communication & Delegation**

Learn how to plan, capture and follow up effectively on important communications and delegations.

#### **Section 6 Priority Planning For Results**

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices. Through consistent, on time delivery you will have a greater sense of accomplishment individually and as a team member.

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Published on CompuEase (<https://www.compuease.ca>)

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[Course PDF](#) [3]

- [Print](#)

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**Price: \$625.00**

**Date:** [Tue 14 Dec, 2021](#)

- [Tue 14 Dec, 2021](#) [5]

**Time:** 8:30 am - 4:30 pm

**Duration:** 1 Day(s)

**Language:** English

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[Cancellation Policy](#) [7]

[Need it sooner? Request a date](#) [8]

### What You Get:

Comprehensive Learning Guide, Coaching session to reinforce learning, free refreshers for life, access to ongoing support by phone and email after training and a Certificate of Completion

**Source URL:** <https://www.compuease.ca/en/course/6791-workingsmrt-using-outlook>

### Links:

[1] <mailto:WorkingSm@rt>

[2] <mailto:Sm@rt>

[3] <https://www.compuease.ca/en/printpdf/6791>

[4] <https://www.compuease.ca/en/print/6791>

[5] [https://www.compuease.ca/en/course/6791-workingsmrt-using-outlook?course\\_id=13759](https://www.compuease.ca/en/course/6791-workingsmrt-using-outlook?course_id=13759)

[6] <https://www.compuease.ca/en/node/add/lmt-registration/lmt-13759>

[7] <https://www.compuease.ca/en/cancellation-policy>

[8] <https://www.compuease.ca/en/need-it-sooner2?course=WorkingSm%40rt%20using%20Outlook>