

Working Sm@rt with Microsoft Outlook MAC OS



Course Overview

Welcome to the Priority Management Working Sm@rt™ with Outlook 2016 for Mac Workshop. This essential management skills program has been designed to provide you with the knowledge, skills and competencies to effectively use Outlook 2016 for Mac as your organisational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

Program Format

This is a 3-hour program that can be delivered face-to-face or virtually.

After completing this course, you will be able to:

- Manage your workload more efficiently and effectively
- Sharpen your Outlook skill set to gain increased productivity and enhance your on-the-job performance
- Become more Pro-Active less Re-Active
- Focus on the important whilst managing distractions better
- Manage your inbox more effectively
- Set up a process to follow up on delegated work

Outline and Outcomes

- Process for prioritising workload (Urgency versus Importance & 4D Touch it Once) – how to deal with competing priorities.
- Setting up Outlook to Work Smarter (Manage your Outlook preferences and settings to reduce distractions).
- Managing inbox (Converting emails into tasks and calendar entries for follow up, creating rules and templates to save time).
- Searching Outlook (Creating and managing Smart Folders to quickly recall information across Outlook)
- Creating and Managing tasks in Outlook
- Integrating Emails or Meetings into OneNote or Teams
- Using the Calendar in Outlook as a planning tool and other time saving functionality

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A Better Way To Work

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Synopsis

Unit 1:

The Productivity Process: In this first unit we will describe what is meant by priority and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula. We will create a campaign for Working Sm@rt™ and look at how Outlook 2016 for Mac can help turn our intentions into actions.

Unit 2:

The Outlook 2016 for Mac Business Solution: You will gain a deeper understanding of what's available in the Outlook 2016 for Mac "toolbox" and configure the main components to enable you to work smart. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information.

Unit 3:

The Digital Deluge: We will show you how to manage your emails. You will cover topics in managing emails you can't act on immediately, learn how to filter low priority emails. We will show you effective ways to file your mail and stay with your priorities regardless of the volume of e-mail traffic.

Unit 4:

Managing Commitments: You will learn the importance of the Outlook 2016 for Mac 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 of regaining control over your life and demanding schedule.

Unit 5:

Managing Activities: We will show you how to become a master at Date Activation. You will learn how to stay on top of important and urgent activities, and how to solve the "decision dilemma" when managing a myriad of activities.

Unit 6:

Priority Planning: You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choices.

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