



# Make the most of your time with Outlook

"Time is what we want most, but... what we use worst."

- William Penn



Learning with a difference...

## Exploit the productivity features of Microsoft Outlook to

- Utilise time successfully and boost productivity
- Deal with endless emails effortlessly
- Work in a more organised and efficient manner
- Manage priorities and don't miss a deadline again
- Be more in control and reduce stress

## Course content

- Understand the importance of good time management and organisational skills
- How to organise and manage your Inbox
- Discover the four Ds of decision making
- Learn how to prioritise your workload
- Keep track of tasks in Outlook
- Plan your time effectively
- Be able to find information quickly
- Learn how to share information with others
- Top tips to beat procrastination
- Delegate effectively
- Schedule meetings and monitor response using the Calendar

## Course overview

Time is a precious commodity; it can not be renewed or regained, so the importance of using time effectively is crucial.

Microsoft Outlook is an exceptional tool and when used to its optimum will increase your productivity, save you time and allow you to regain control of your workload.

A combination of techniques, best practises and practical exercises using Outlook will improve your productivity.

A time management course that focuses on using Microsoft Outlook to it's best so you can also give your best.

## Not enough hours in the day? Can't find that email? Still working on last week's to do list?

Do you struggle to get organised, deal with the stream of information you receive and meet commitments on time?

We can't change how many hours there are in a day but we can change our habits to make best use of time and get more done—join us on our one day workshop and learn how Outlook can work for you.

### Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

*"If you always do what you've always done, you'll get what you've always got"*

- Anthony Robbins

## Other courses we offer

- Stress Awareness
- Enhancing your Managerial Skills
- Assertiveness

## What our customers say about our courses

*"A very productive day"*

*"I thoroughly enjoyed the course, I will definitely recommend it"*

*"Excellent course very worthwhile"*



People Productivity &  
Specialist IT Training



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