

## Productiv\_IT with Outlook for Project Teams

**One on One (1/2 day), Small or Large Groups (1/2 to 1 day)**

**Productiv\_IT with Outlook for Project Teams** is a dynamic, one-day programme for project managers and team members or those who are involved in project administration. This programme combines good time management practices and modern technology for people who need to control the tasks and delegations involved in small to medium projects. We show you how to set up Outlook to manage your job productively and how to stay on top of the project tasks that come across your desk.

**If you're juggling any of these** - e-mails, files, tasks, in-trays, meetings, a messy desk, projects and goals, **this course will help you!**

### What you'll learn:

- *What effective project managers do and how to do it with **Outlook***
- *Using Outlook to focus on your **priorities** not incoming mail*
- *How to use **tasks** effectively in managing your project*
- *How to set up **public folders** for maximum effectiveness*
- *How to get the most from the **calendar** for you and your team*
- *Using the power of **categories** to plan and manage the project*
- *Managing **information** on your PC and desk*
- *Allocating and tracking **Tasks – links to MS Project***
- *Reducing **procrastination** and other time hungry habits*
- *Using the **contacts** functions to manage communications with team members and clients*
- *Many **hints and tips** to make Outlook™ work for you to manage the project more effectively*

You'll learn lots of shortcuts and ways to get Outlook working in ways that make you less stressed, more productive and more likely to keep your project on the rails. This workshop is also available as an in-house only workshop. We can run this workshop in our training centre with groups of up to 12 or on your site.

*Achieving Productivity through IT Tools*

Topics Covered	
<p><b>Outlook Settings &amp; Views</b></p> <ul style="list-style-type: none"> <li>- Understanding Outlook</li> <li>- Outlook Screens</li> <li>- The Navigation Pane</li> <li>- Viewing the Folder List</li> <li>- Adding Files to the Outlook Shortcut Bar</li> <li>- Settings for Reminders and Alarms</li> <li>- Reminders in your Calendar</li> <li>- Task Options Settings</li> <li>- Selecting your Start Up Folder</li> <li>- Reading Pane Settings</li> <li>- Turning off Default E-mail Alarms</li> <li>- Setting up your TaskPad</li> </ul>	<p><b>Calendar</b></p> <ul style="list-style-type: none"> <li>- Make a Meeting from an E-mail</li> <li>- Using Group Schedules</li> <li>- Setting Permissions</li> <li>- Opening Another Calendar</li> <li>- Inviting People to a Meeting</li> <li>- Tracking Acceptances</li> <li>- Proposing a New Time for a Meeting</li> <li>- Automatically Process Meeting Requests</li> <li>- Adding an Extra Person to the Meeting After the Invitations have been sent out</li> <li>- Booking Resources for a Meeting</li> <li>- Changing Labels on the Calendar</li> <li>- Printing the Calendar</li> <li>- Shared Calendars for Team Collaboration</li> </ul>
<p><b>Manipulating Data in Outlook</b></p> <ul style="list-style-type: none"> <li>- Making Categories</li> <li>- Using the Field Chooser and Group By Box</li> <li>- Arrange By Function</li> <li>- Sorting Outlook Data</li> <li>- Applying these skills across Outlook</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>- Action your In Tray Using DATT and a Pending System</li> <li>- Assigning Tasks</li> <li>- Inserting Files, Hyperlinks, Items and Objects</li> <li>- Defining New Views</li> </ul>
<p><b>Advanced E-Mail Options</b></p> <ul style="list-style-type: none"> <li>- Setting Priority</li> <li>- Send Replies to Someone Else</li> <li>- Delay Delivery</li> <li>- Expiring an E-mail</li> <li>- Voting Buttons</li> <li>- Categorising</li> </ul>	<p><b>Notes &amp; Journal</b></p> <ul style="list-style-type: none"> <li>- Setting up Journal</li> <li>- Manually Creating Journal Entries</li> <li>- Viewing and Sorting Journal Entries</li> <li>- What to store in Notes</li> <li>- Sending Notes as Emails</li> <li>- Converting Notes to Tasks</li> </ul>
<p><b>Contacts</b></p> <ul style="list-style-type: none"> <li>- Creating New Contacts</li> <li>- Viewing Contact Availability/ Presence</li> <li>- Scheduling Activities from the Contacts View</li> <li>- Drag and Drop Function</li> <li>- The Contact Lookup Window</li> <li>- Creating and Viewing Activities Connected to a Contact</li> <li>- Sorting Contacts</li> <li>- Adding Fields of your Own</li> <li>- Email Merging</li> </ul>	<p><b>Mailbox Management</b></p> <ul style="list-style-type: none"> <li>- Understanding the Mailbox Full Message</li> <li>- Creating New Folders</li> <li>- Systematic Approach to filing</li> <li>- Archiving and Auto-archiving</li> <li>- Setting the Age at which Items in each Folder are Archived</li> <li>- Rules and Alerts</li> <li>- Run Rules Now</li> </ul>
<p><b>Further Information</b></p> <ul style="list-style-type: none"> <li>- Other Useful Keystrokes</li> <li>- Other Tips and Tricks</li> <li>- Date Navigator</li> <li>- Choosing Dates for Appointments and Tasks</li> <li>- Outlook Screen Views</li> <li>- Changing Item Options by Dragging into a Different Group</li> </ul>	



## Enrolment Form – Productiv IT with Outlook for Project Teams

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

### **Payment Details**

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Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.