

## **Productiv\_IT with Outlook 2003**

## **Productiv\_IT with Outlook 2007**

## **Productiv\_IT with Outlook 2010**

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

Over 15,000 public and private sector employees have attended Productiv\_IT with Outlook and most have immediately been able to put the messages learned to good use.

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

### **Objectives**

This session/workshop combines good time management practices and modern technology for people who need to be at their maximum effectiveness. We teach you workflow practices that will help you to become more organised and less reactive. You will discover ways to maintain focus on your plan rather than your most recently received emails. Learn how to set up Outlook to manage your work productively and how to stay on top of the myriad of tasks that come across your desk.

Find out how to get benefit from the hidden power in Outlook and learn faster ways to perform common functions.

### **Outlook Trainers**

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

## Overview

Graduates of Productiv\_IT with Outlook report an increase in productivity of around 45 minutes each day. We achieve these results by teaching you:

- *What effective **time managers** do and how to do it with Outlook*
- *Quick methods for **analysing and reporting** on work in progress*
- *Using Outlook to focus on your **priorities** not incoming mail*
- *How to delegate and track **Tasks** effectively*
- *How to get the most from the **Calendar***
- *Using the power of **Categories** in Tasks, Contacts & Emails*
- *Use **Tasks** to plan, prioritise and schedule your work*
- *Managing **information** on your PC and desk*
- *Managing **interruptions***
- *Reducing **procrastination** and other time hungry habits*
- *Using the **Contacts** functions to manage communications*
- *Many **hints and tips** to make Outlook work for you*

You will discover lots of shortcuts and learn how to use Outlook the way Microsoft intended.

Topics Covered	
<p><b>Outlook Settings &amp; Views</b></p> <ul style="list-style-type: none"> <li>- Outlook Screens Elements</li> <li>- The Navigation Pane</li> <li>- Viewing the Folder List</li> <li>- Using the Outlook Shortcut Bar</li> <li>- Task Options Settings</li> <li>- Selecting your Start Up Folder</li> <li>- Configure the To-Do Bar</li> <li>- The Daily Task List</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>- Mail Merge</li> </ul>
<p><b>Manipulating Data in Outlook</b></p> <ul style="list-style-type: none"> <li>- Changing the All Categories options</li> <li>- Using the Field Chooser and Group By Box</li> <li>- Adding Fields of your Own</li> <li>- Arrange By Function</li> <li>- Sorting Outlook Data</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>- 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>Working with E-Mail</b></p> <ul style="list-style-type: none"> <li>- Composing an E-Mail Message</li> <li>- E-Mail Options</li> <li>- Categorising</li> <li>- Voting Buttons</li> <li>- Send Replies to Someone Else</li> <li>- Delay Delivery</li> <li>- Expiring an E-mail</li> <li>- Contact Activities</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>Mailbox Management</b></p> <ul style="list-style-type: none"> <li>- Attention Management</li> <li>- Mailbox Size &amp; Cleanup</li> <li>- Personal Folders</li> <li>- Creating New Folders</li> <li>- Auto-archiving &amp; Archive Folders</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> </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>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> </ul>

## Testimonials

“What a fantastic course. I am so thrilled I got to come along. What I’ve learnt today is really going to help me a lot.” - Walter Turnbull.

“Overall a very interesting/informative course. I never realised just how much Outlook can actually do.” – DEEWR.

“Very happy with this course and with the expertise of the presenter.” – ATO

“I liked the way it was presented – the content flowed on and it was easy to remember things that were discussed earlier.” – Comcare.

“Everything far exceeded my expectations of this training course.” – Comcare.

“The workshop covered all the features that are important in sufficient detail to allow increased productivity.” – Comcare.

“I really value the tips & tricks to finding those useful hidden functions.” – DEWHA.

“I'm really getting into the power of Outlook now. Thank you for the very well run, useful course.” – DEEWR.

“Everything about this workshop was excellent.” - DEEWR

“Now I can burn my post it notes. There are many functions of Outlook I never knew existed. I can not wait to use them at work.” – Land & Water Australia.

“The workshop was to the point, efficient and will be an absolute time-saver.” – DEEWR.

“Learnt lots of things I didn’t know that will be very useful every day.” - DAFF

## Enrolment Form – Productiv IT with Outlook

Outlook 2003  Outlook 2007  Outlook 2010

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.