



Time Management using Outlook and OneNote

Course Description:

Improve your time-management skills, learn to better control tasks and organize communications. This course will introduce basic time-management organization techniques. The course will include applying Outlook and OneNote tools to assist in time-management. Course is 50% discussion and 50% hands-on.

Applicable for any version of Outlook or OneNote.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn techniques and available tools to obtain better time-management and task organization.

Upon successful completion of this course, students will be able to:

- Define time management
- Discuss methods to determine priorities
- Understand various time-management tools and strategies to take control of your time
- Implement the use of Outlook's folders, categories, and task features for time-management
- Use OneNote Sections and tags to capture your thoughts, daily notes, and organize action lists

Prerequisite: Experience with Outlook as an email package. The student must have a basic understanding of Outlook components.

Course Outline

Time Management

- What is time-management?
- Time-management vs. Self-management
- Identifying item priorities and importance

Introduction of Various Time Management Theories

Organizing Emails

- Outlook Folders
- Outlook Categories
- Outlook Search

Creating Tasks

- Converting E-mails to Tasks
- Adding Tasks

Implementing Outlook Rules and Quick Steps

OneNote

- Creating Sections
- Capturing Notes
- Applying OneNote Tags
- Creating Customized Tags