

Outlook with practical elements of time management

#1 Outlook - frees up your concentration and productivity resources

- Psychological basis of performance and concentration,
- Saw effect,
- Outlook functionalities freeing attention processes and facilitating and automating planning.

#2 Prioritizing goals, tasks and planning - the foundation of performance

- **The Pareto 80/20 principle** - how not to work hard to earn money,
- Adjustment of tasks to the rhythm of daily performance and the curve of daily disturbances,
- **Planning "or" or "and" action** - or how to avoid the loss of 2 hours a day at work,
- **The Eisenhower Matrix** - prioritization in the context of speed and importance of actions, i.e. how a minute of prioritization can save a business worth 2 million PLN!

#3 Managing time by Contacts in Outlook®

- Adding contacts and using contact form fields,
- **Creating a mail merge** - how to send personalized (e.g. by name) messages to hundreds of people within a few minutes,
- Project groups,
- Team cooperation management,
- Contact database management,
- Import and export of a contact list using Excel and "pst" files

#4 Free yourself from your computer - Outlook® synchronization with your mobile phone:

- Mail and calendar in Microsoft Outlook,
- Tasks in Microsoft To-Do application.

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#5 Time management by Mail in Outlook®

- ASW and FW to contact groups and members,
- Message autocorrect options,
- Creating footers and signatures with the logo,
- **Absence** - automatic replies,
- Advanced search,
- **Quick steps** - controlled automation of actions (e.g. sending e-mails with a reply),
- Revoking sent emails,
- Delay in sending e-mails,
- Creating and using templates from e-mails,
- Personalized mass correspondence,
- Sorting mail in folders,
- (Auto) archiving,
- Creating tasks from e-mails,
- **Mass management of received e-mails:**
 - threads view,
 - what to do in order not to „lose“ clicked e-mails to which we have not responded yet,
 - how to use search folders to automate repeated searches,
- E-mail discussions with automatic revision markers and authors' initials,
- **Voting** – poll in the e-mail with the response report,
- Confirmations of receiving and reading and savoir vivre,
- Categorizing emails,
- **Automatic correspondence rules** – how to automate work with e-mails.

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#6 Time management by Tasks in Outlook®

- How to quickly create tasks,
- How to use pop-up list in the sidebar and its advanced functions to keep in mind only what needs to be done now,
- Assigning task to coworkers who use the tasks,
- Sending e-mails with a time reminder to people who don't use the tasks,
- **Control on the deadline** - how to quickly create reminders about checking the status/implementation:
 - delegated tasks ,
 - sent emails,
- Using priorities according to art,
- The use of categories (colors) to facilitate the management of the structure of tasks and projects,
- **How to use the functions:** „start date" and „finish date" to schedule tasks,
- Customizing and creating tasks views for advanced needs,
- How to use reminders in order not to get distracted,
- How to use, create and modify views (lists) of tasks to be managed:
 - own tasks,
 - tasks assigned to others,
 - tasks assigned by others,
 - tasks assigned by specific people (e.g. a superior),

with the use of advanced functions such as:

 - grouping tasks by contractors, date and status,
 - **status display** - accepted for implementations / no acceptance of the task,
 - sort by start date, execution date,
 - **filtering by:** status - done / not done; contractors; date,
 - adding custom fields (columns) to task views.

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#7 Time management by Calendar in Outlook®

- **Calendar** – invitation to a meeting ,
- Scheduling meeting with access to coworker's and a resources calendars (e.g a conference room, company car) and inviting participants,
- **Calendar** – manually responding to invitations or automatically accepting resource reservations in the order of submissions,
- Tracking responses to invitations,
- Share your calendar with coworkers,
- Providing a limited view of the calendar with contractors / clients,
- Accepting sharing someone's calendar,
- Editing given rights to the calendar,
- Powers of attorney for calendar, mail and tasks,
- Using a power of attorney,
- Different calendar views / layouts:
 - Compare coworkers' calendars with your own in overlay or schedule mode,
 - **Categorizing meetings** - using colors,
- Calendar synchronization with Jira's calendar.



Have any questions?
Feel free to contact us.

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