

Time is something you can manage, just like any other precious and finite resource. It takes a special kind of attitude to make the most of time, to be efficient as well as effective in using it judiciously and with a plan in mind.

By implementing the TMI philosophies of overview, structure, results and control you will start the process of successfully achieving the results you want.

By using your Microsoft Outlook 2013® you will be able to align the available time you have with your decision base of tasks and priorities.

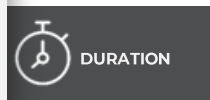
It is not a technical “How to use Outlook®” programme. This programme is about using Outlook 2013® to implement the tried and tested Time Manager principles of productivity and effectiveness. Everyone benefits by improving their ability to use time well!



- Better performance and more energy
- Accomplish the tasks that get you your results
- Greater flexibility with clearer perspective of priorities whilst reducing procrastination
- Improved creativity and decision making
- Reduced stress, irritation and fatigue
- Reduced risk of failing to meet deadlines
- Save time by using the Outlook® software on your PC, Tablet, Smartphone or Lap Top more effectively



Anyone wishing to use Microsoft Outlook 2013® as a tool to be more productive and effective



1 – 2 Days



An A4 Participant Handbook



A facilitated programme with trainer led presentations group work, practical discussions and integrated work based situations.

As a consequence of attending this programme participants will be able to:

TIME CULTURE

- Identify the perspective of time different people have
- Identify their crash sites “Time Audit”
- Use the concept of Red and Green time wisely

FOCUS ON THE RIGHT THINGS

- Apply a prioritisation model
- Plan for the unexpected
- Use SMART delegation and task distribution
- Set up Key Areas for achieving goals

BRAIN POWER

- Explore why using the brain better helps you manage your time better
- Review the three ways the brain works and why this is relevant to managing your time
- Set up their Key Results Areas

USING OUTLOOK® CALENDAR

- Explain the primary purpose of any diary
- Create a results focussed daily plan
- Navigate the Calendar
- Create an achievable to do list
- Create appointments to provide overview

KNOW WHAT YOU WANT TO ACHIEVE

- Apply The TMI results model
- Explore why SMARTER goals are important
- Break down the goal - Using Dream - Performance - Process
- Explore the Power of Visualisation

INTRODUCTION TO MSOUTLOOK 2013®

- Create overview using Outlook®
- Navigate between screens
- Use the advanced toolbar and tailor Outlook®
- Create Categories

ACHIEVING RESULTS WITH MS OUTLOOK 2013® TASKS

- Create Tasks to achieve results
- Assign Tasks
- Achieve Tasks within deadline
- Hide completed Tasks

MANAGING THE INBOX

- Use hints & tips for managing email
- Customise the Inbox folder view
- Turn off alerts
- Turn emails into Tasks
- Regain control of the workload
- Action Plan for immediate implementation

In our work, evaluation level 3 of the KIRKPATRICK MODEL OF LEARNING EVALUATION is our focus

Our emphasis is on the LEARNING and the workplace application of skills by the LEARNER – So let's get started!