

TIME MANAGEMENT SKILLS & OUTLOOK 2007

Unit Standard	15234/117171/115772/116945
NQF	Level 5/2
Credits	4/2
Duration	1 Day
Organisational Development Area	All Staff Levels

SYNOPSIS

Do you ever feel overwhelmed at work, no matter how hard you try to keep on top of things? The modern worker has a lot of stress at work, including meetings, deadlines, and a mountain of e-mail. Even the most dedicated worker will fall behind if they don't make good use of their time.

This one-day course is designed to teach you effective time management and organisation techniques, and show you how you can apply these skills using Microsoft Office Outlook 2007. You will learn the simple yet powerful time management strategies used by the pros. You will also learn how to organise your desk/workspace, make the best use of a planner, and set up Office 2007 to help maximise your productivity.

COURSE OUTLINE

- The power of change (and your willingness to embrace it!);
- Different types of planning tools, from a simple notebook to Outlook 2007's Task list;
- Customise Outlook's interface, menus, view panes, and toolbars;
- Do, Dump, Delay, and Delegate;
- Four D's concepts using Outlook 2007;
- Organise your desk/workspace;
- Effectively categorise files;
- Sort files based on their type;
- Manage physical and electronic files;
- Search for items in Outlook;
- Deal with junk e-mail.

COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Change habits that will help make a world of difference to your daily activities;
- Set up Outlook 2007 to automate many day-to-day tasks;
- You will become familiar with the Four D's associated with Time Management and how to apply these techniques using Outlook 2007.