

*Webinar on*

# **BEST SELLER-Planning, Prioritizing And Execution With The Outlook Calendar And Tasks**

# • Learning Objectives

*Expert execution begins with a winning planning and prioritizing strategy. Add the Inbox, Calendar, and Tasks planning and execution feature Microsoft Outlook offers and you will be unstoppable. Topics covered in this webinar include:*

- Tried and true planning and prioritizing principles*
- Outlook features that make prioritizing a breeze*
- Using the Calendar to plan daily workflow and work “in the Zone”  
Planning forward to stop procrastination and stay on top of the daily chaos*
- Never fail daily execution*



In this webinar you will learn tried and true prioritizing and when added to the amazing productivity features of Microsoft Outlook.

**PRESENTED BY:**

*Karla Brandau is a leading authority on time management and team productivity in the workplace. With over 25 years of teaching and coaching time management and over 15 years of specializing in Microsoft Outlook training, she specializes in combining the power of time management with the technology tool of Microsoft Outlook to help individuals “get it all done” in less time.*

Best Seller

Duration : 60 Minutes

Price: \$150

# Webinar Description

Do you face daily dilemmas trying to figure out where to start on your task list? Task lists can be overwhelming with a great range of items to complete. Some can wait but others are urgent and demand immediate attention. When you have 5 or 6 urgent requests at one time, the choice of which one to work on first can be agonizing.

The principles taught in this program solve the puzzle for you. You will learn tried and true prioritizing and when added to the amazing productivity features of Microsoft Outlook you will become an expert at prioritizing the most important task to start on every morning.

Following the tried and true principles and the Outlook pointers in this program, you'll be able to mesh time management principles with the features of Microsoft Outlook and avoid daily chaos, including the racing heartbeat or fluttery stomach fearing you won't be able to get all of your work completed in the eight hours you spend at work.

After this instruction, you'll make better decisions as you scan through the emails, make note of meetings and appointments on the calendar, and evaluate tasks in the Tasks folder. You'll be capable of adeptly attacking the most urgent tasks, giving you a feeling of competence. The biggest benefit of the pointers in this webinar is that you will be able to execute with precision and close out every day knowing you have worked with a producer's mindset. You'll be able to leave work on time and enjoy your personal life.



# Topic Background

*Microsoft Outlook technology offers you a winning execution strategy when you combine prioritizing and productivity features from the Inbox, the Calendar, and the To-Do Bar.*

*You will learn how to:*

*Plan and prioritize in the Tasks Folder*

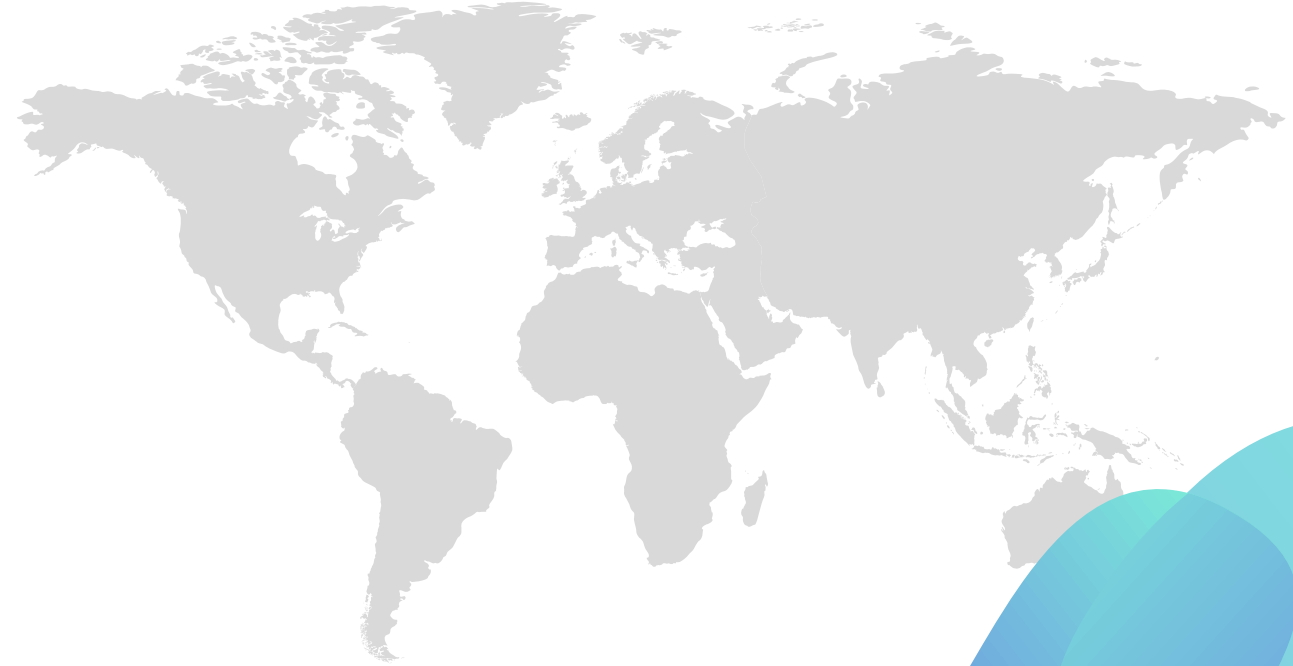
*Pace your work with the Calendar*

*Customize column headings in all folders*

*Grouping and sort tasks, projects and people in all three folders*

*Keep track of meetings and appointments*

*Get back on track when interrupted*



*“Stack” personal appointments*

*Know what to do next when you finish your number one task*

*Keep track of deadlines*

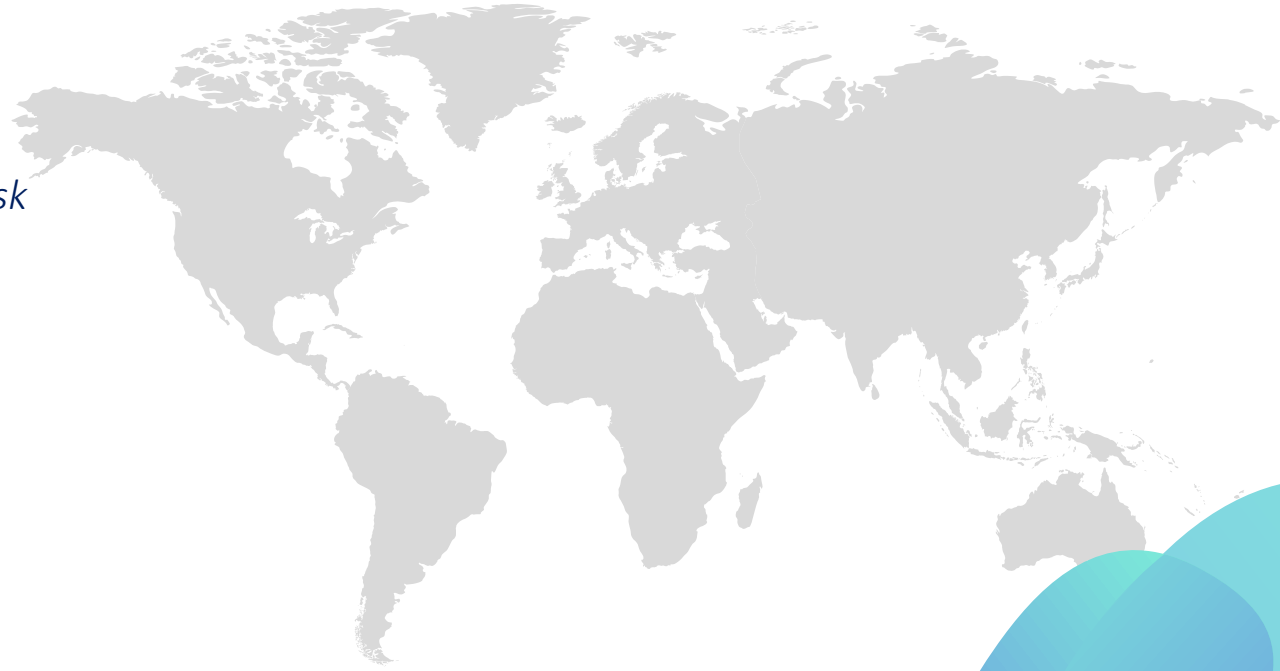
*Closeout every day and be ready to tackle your list every morning*

*Mesh your personal and professional calendars*

*Plan in advanced dialog boxes*

*Were you busy all day but you have little to show for it? Leave that frustration behind with this webinar that literally “sharpens your axe.”*

*Abe Lincoln said that if he had six hours to cut down a tree, he would spend four hours sharpening his axe. This webinar sharpens your thought process as it shows you features and the time management benefits of those features.*



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