

Webinar on

Stop Microsoft Outlook Illiteracy From Slowing Productivity

Learning Objectives

The goal is to teach you techniques that reduce the complexity of Microsoft Outlook into simple to use, time-saving clicks and drags you can use on an hourly basis to help you complete your work in a timely manner. The discussion includes how to:

- Microsoft Outlook as a productivity tool – not just a software program on your desk*
- Uncover little-known features of the Outlook, enabling you to get more done in less time*
- Archive, search and retrieve information*
- Comprehend the power of commands in the Inbox, Calendar and Tasks Ribbons*



This webinar, you'll be an expert pro at making Outlook work for you instead of slaving away trying to find your way around the Outlook features.

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. She is the CEO of Workplace Power Institute (www.WorkplacePower.com) and has educated managers with her proven time management and Microsoft Outlook productivity systems in companies such as Motorola, Coca-Cola Enterprises, Panasonic, and BYD America.



On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Anything new introduced into your schedule has the potential to slow down your productivity. This is disconcerting to individuals who have the producer's mindset and makes them shy away from the new, impairing their movement into the future. In the case of the complex Microsoft Outlook software, time spent learning how to use it pays huge dividends in productivity, even when upgrading from one version to a newer version.

The instruction expands your usage of Microsoft Outlook beyond email and meetings or appointments and helps you use the remaining 85% of the productivity power of Microsoft Outlook. You will learn secrets that IT didn't share with you when they installed Outlook on your computer. Don't wander aimlessly around Outlook, discovering time-saving features by accident. Attend this webinar and learn the features of Outlook that can set you on the path to getting more done in less time.

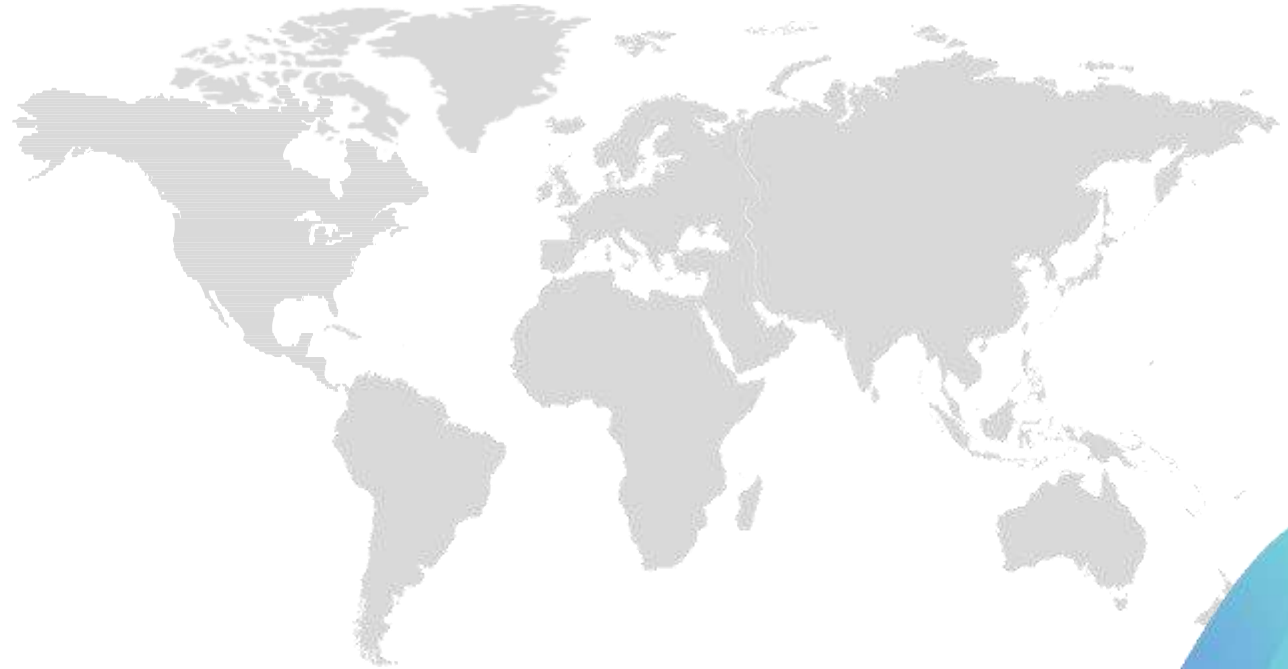
After you complete this webinar and internalize and implement the principles taught, you will be amazed that you will not regularly finish your daily to-do list, but you will have time to find new customers, create additional business opportunities, build lasting business relationships, start innovative projects or tackle a backlog of unfinished tasks – take your pick!



Topic Background

There are many dynamite features in the Outlook Ribbons that can save you a vast amount of time. This webinar teaches you how to use the File Tab and the Ribbon choices to help you speed through your daily work. You will learn how to:

- Change your view of the folder*
- Use the Quick Access Toolbar*
- Open every day with Outlook Today*
- Take advantage of date and time stamping*
- View settings to customize sorting, filtering, and conditional formatting*
- Set recurring events*
- Sort out the To Do List, To-Do Bar, and Tasks*

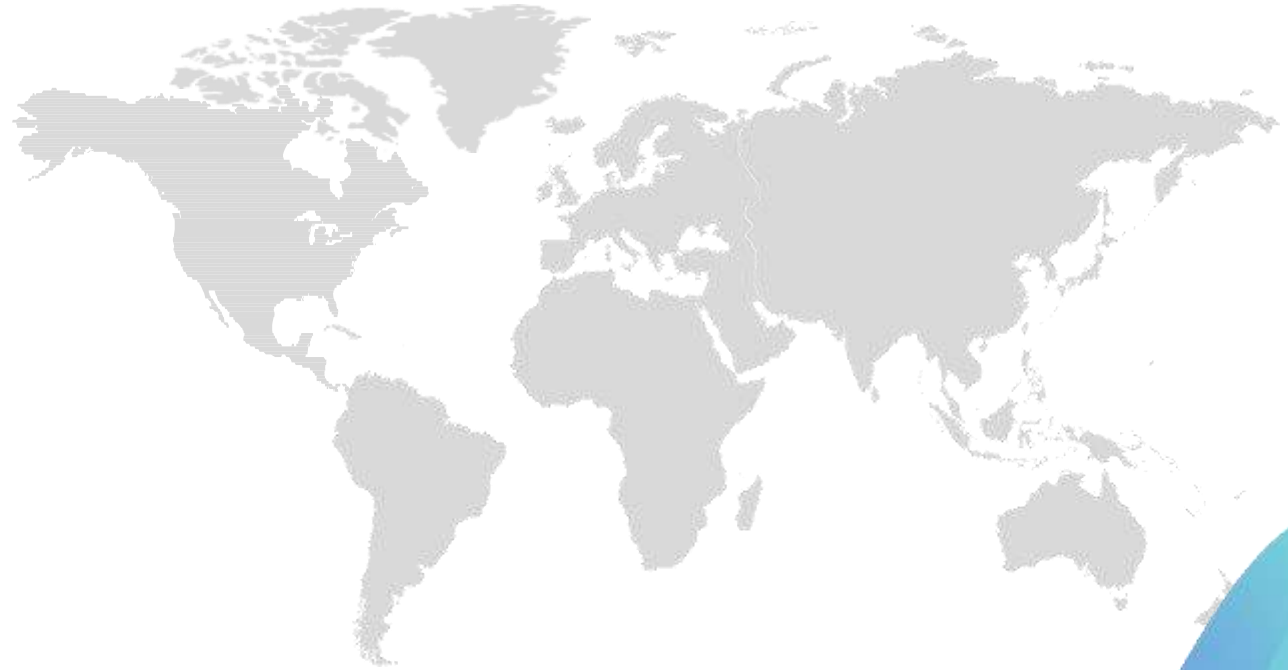


These Inbox features to speed up email processing are demonstrated:

- *Quick Steps*
- *Show as conversations*
- *Insert and delay delivery*
- *Voting Buttons and view tracking*
- *Quick Parts*
- *Show as Conversations*
- *Search folders*
- *Rules Wizard*

You will learn to program Outlook to do what you want it to do on the File Tab including these features:

- *Mail: Replies and forwards*
- *Mail: Conversation Clean up*
- *Calendar: Change Work times*
- *Calendar: Time Zones*
- *Calendar: Weather*
- *Use Flag Status and Categories to group and sort work items*



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