

Webinar on

Get Organized With Microsoft Outlook

Learning Objectives

- Using search and search refiners to narrow down an email to delete
- Employing sorting and grouping to make deleting groups of messages with a single keystroke combination
- Activating Conversation view quickly get rid of redundant messages
- Setting up basic rules that put messages into “sweep” folders that can be deleted daily or weekly
- Setting up advanced rules that manage work tasks without your direct intervention



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- *How to use Quick Steps to make short work of multistep email processes you do all the time*
- *Using categories to organize your work*
- *Integrating email, calendars, and tasks to better manage your time*
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This 90-minute content-packed session begins with 3 techniques to get rid of hundreds of unneeded email messages.

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.



On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

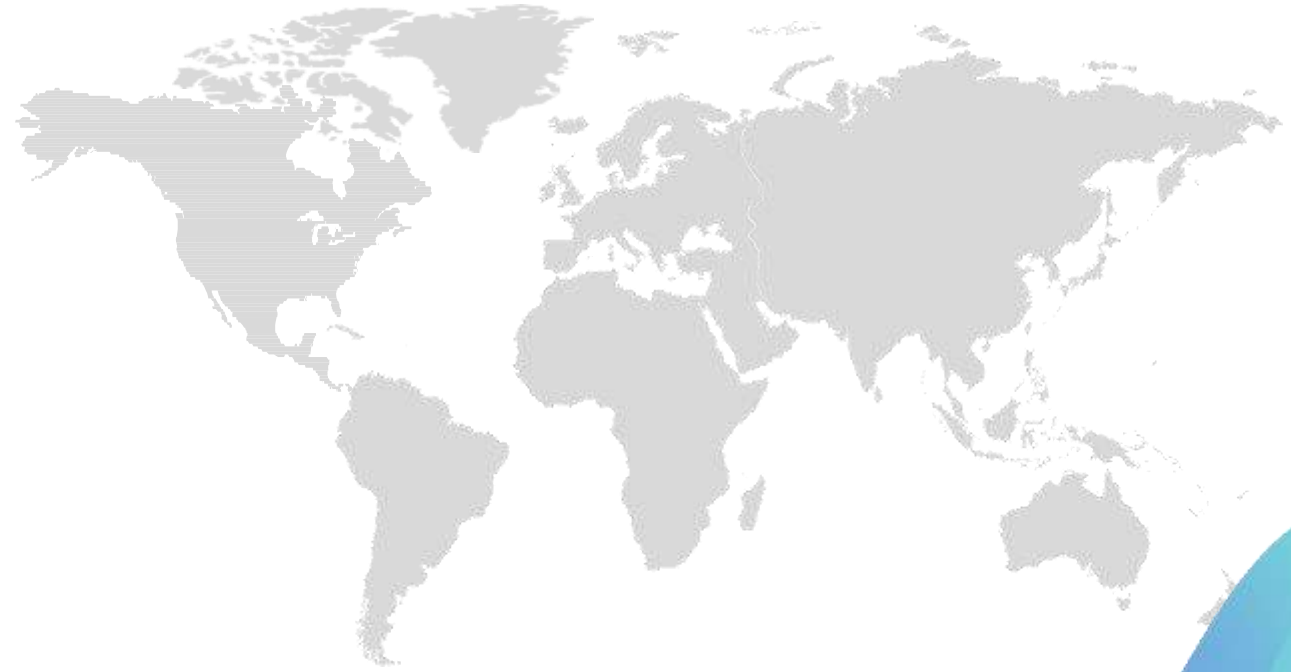
This 90-minute content-packed session begins with 3 techniques to get rid of hundreds of unneeded email messages. We'll introduce search techniques to help you uncover messages that you will be comfortable deleting right away. You'll learn how to use grouping and sorting to get rid of dozens of messages in a single operation. Then we move on tools and strategies to stay out of trouble. From one-click solutions to processes that are virtually on autopilot. We'll wrap up with processes to better manage your time by integrating email, calendars, and tasks.

With the advent of electronic communications, such as email, it has become easier to keep rather than delete messages, even beyond the time limits set by business prudence, company policy, and regulatory compliance.



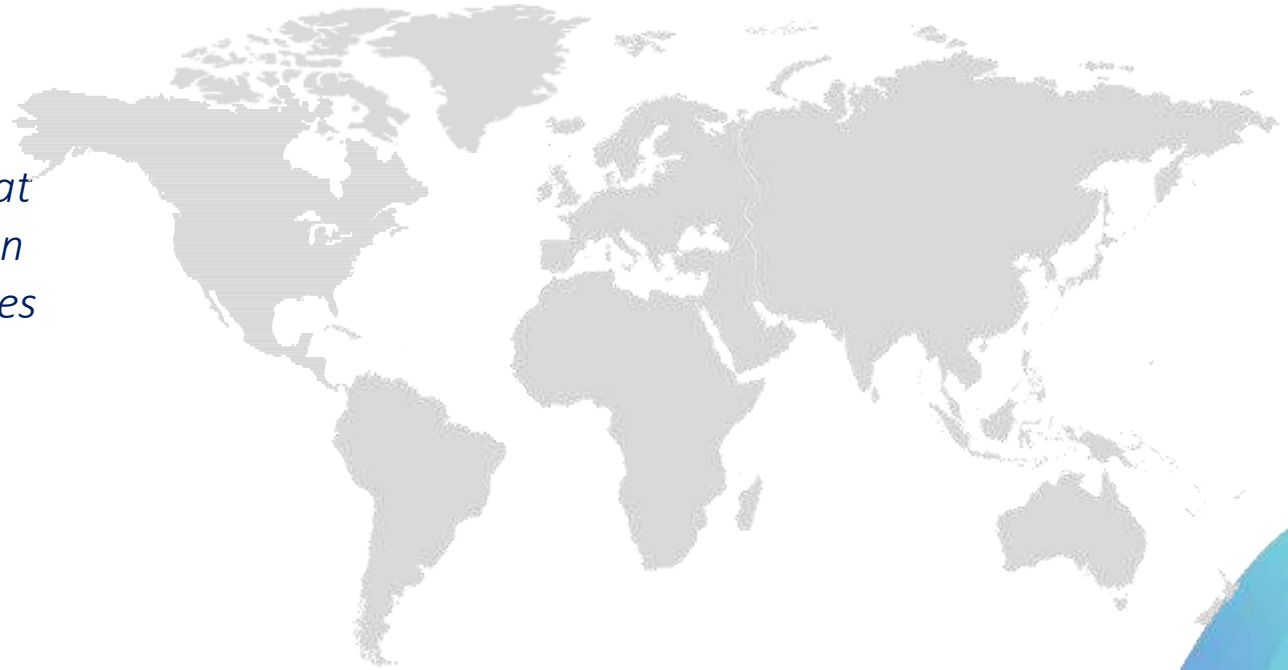
Who Should Attend ?

Anyone who gets and sends email



Why Should Attend ?

It's that time of year, to begin anew. Does your email inbox reflect this? Are you keeping things that are in violation of your company's records retention policies? Can you find the most important messages you hold quickly? Do you hold any information which could be in violation of your organization's security policies? Even if you know that we are keeping information in our inboxes that we shouldn't, where do we begin the clean-up? Learn tools and techniques to clean up the mess. Put strategies in place to keep it that way. And, learn valuable techniques to make the part of your job that depends upon good mail management easy and clutter-free.



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