

Workflow Management Using Outlook

Duration: 1 Day

Workflow Management

- What is it?
- How will it benefit me?
- How can I use it personally and within my organization?

Collecting Information

- Setting up a collection system
- What to collect
- Managing the collected data

Processing and Organizing

- Referencing and Action
- Setting up an action plan
- Linking tasks to actions

Prioritizing and Planning

- Activities on the Calendar
- Weekly Reviews
- Managing Email

Interruptions

- How to manage
- How to minimise
- Golden Rules

Meetings

- Scheduling
- Agendas
- Follow-Ups

Contacts

- Grouping
- Changing Views
- Referencing

Notes

- Best practices
- Tools for your memory
- Miss nothing

Personal Application

- How to put theory into practice
- Manage yourself