

Productiv_IT with Outlook 2007 for Executive Assistants

One Day Computer Lab Workshop

This workshop is designed to deal with the productivity challenges specific to Executive Assistants. Hundreds of EA's in the ACT have already experienced improved workplace productivity from attending this workshop. If you manage multiple Calendars and need a systematic tool to juggle your Inbox, and your manager's Inbox then this workshop will help you.

Productiv_IT with Outlook 2007 for Executive Assistants is a one-day workshop for users of Microsoft Outlook to help them maximise their workplace productivity. This program combines good time management practices and modern technology for people who need to be at their maximum effectiveness. We teach you workflow practices that will help you become more organised and less reactive. You will discover ways to manage the work your manager has delegated to others and learn quick and simple methods of reporting so that you can update your manager on the current status of any project.

Find out how to benefit from the hidden power in Outlook and learn faster ways to perform common functions. Discover the things you shouldn't be using Excel for, such as staff leave calendars, a contact list or 'to do' list. Learn how to set up Outlook to manage your job productively and how to stay on top of the myriad of tasks that come across your desk.

Overview

Graduates of the Productiv_IT with Outlook 2007 for Executive Assistants workshop report an increase in productivity of 45 minutes each day. We achieve these results by teaching you;

- **What effective time managers do and how to do it with Outlook**
- **Quick methods for analysing and reporting on work in progress**
- **Using Outlook to focus on your priorities not incoming mail**
- **How to delegate and track Tasks effectively**
- **How to get the most from the Calendar**
- **Using the power of Categories in Tasks, Contacts & Emails**
- **How and why to expire an Email**
- **Helpful Email management techniques such as how your boss can send an email and have replies go to you**
- **How to set up a resubmit system in Outlook**
- **Use Tasks to plan, prioritise and schedule your work**
- **Managing information on your PC and desk**
- **Managing interruptions**
- **Reducing procrastination and other time hungry habits**
- **Using the Contacts functions to manage communications**

| Topics Covered | |
|--|---|
| <p>Outlook 2007 Settings & Views</p> <ul style="list-style-type: none"> - Outlook 2007 Screens Elements - The Navigation Pane - Viewing the Folder List - Using the Outlook Shortcut Bar - Task Options Settings - Selecting your Start Up Folder - Configure the To-Do Bar - The Daily Task List | <p>Contacts</p> <ul style="list-style-type: none"> - Creating New Contacts - Viewing Contact Availability/ Presence - Scheduling Activities from the Contacts View - Drag and Drop Function - The Contact Lookup Window - Creating and Viewing Activities Connected to a Contact - Sorting Contacts |
| <p>Manipulating Data in Outlook</p> <ul style="list-style-type: none"> - Changing the All Categories options - Using the Field Chooser and Group By Box - Adding Fields of your Own - Arrange By Function - Sorting Outlook Data | <p>Calendar</p> <ul style="list-style-type: none"> - Make a Meeting from an E-mail - Using Group Schedules - Setting Permissions - Opening Another Calendar - Inviting People to a Meeting - Proposing a New Time for a Meeting - Automatically Process Meeting Requests - Adding an Extra Person to the Meeting After the Invitations have been sent out - Booking Resources for a Meeting - Printing the Calendar - Shared Calendars for Team Collaboration |
| <p>Working with E-Mail</p> <ul style="list-style-type: none"> - Composing an E-Mail Message - E-Mail Options - Categorising - Voting Buttons - Send Replies to Someone Else - Delay Delivery - Expiring an E-mail - Contact Activities | |
| <p>Mailbox Management</p> <ul style="list-style-type: none"> - Attention Management - Mailbox Size & Cleanup - Personal Folders - Creating New Folders - Auto-archiving & Archive Folders - Rules and Alerts - Run Rules Now | <p>Notes & Journal</p> <ul style="list-style-type: none"> - Setting up Journal - Manually Creating Journal Entries - Viewing and Sorting Journal Entries - What to store in Notes - Sending Notes as Emails - Converting Notes to Tasks |
| <p>Tasks</p> <ul style="list-style-type: none"> - Action your In Tray Using DATT and a Pending System - Assigning Tasks - Inserting Files, Hyperlinks, Items and Objects | <p>Further Information</p> <ul style="list-style-type: none"> - Other Useful Keystrokes - Other Tips and Tricks - Date Navigator - Choosing Dates for Appointments and Tasks |

If you do not wish to receive these emails place remove in the subject line of a return email.

Enrolment Form – Productiv IT with Outlook 2007 for Executive Assistants

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date
Time: 9.00 a.m. to 4.45 p.m.

| Name of Attendee | Email address | Date(of workshop) |
|------------------|---------------|-------------------|
| 1. | | |
| 2. | | |
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|-------------------------|--|
| Organisation: | |
| Branch/Division: | |
| Address: | |
| Phone number: | |
| Fax number: | |

Payment Details

Total price \$545x _____ attendees = \$_____ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.