

# Productiv\_IT with Outlook for Project Teams

## One Day Workshop

**Productiv\_IT with Outlook for Project Teams** is a dynamic, one-day programme for project managers and team members or those who are involved in project administration. This programme combines good time management practices and modern technology for people who need to control the tasks and delegations involved in small to medium projects. We show you how to set up Outlook to manage your job productively and how to stay on top of the project tasks that come across your desk.

**If you're juggling any of these** - e-mails, files, tasks, in-trays, meetings, a messy desk, projects and goals, **this course will help you!**

### What you'll learn:

- *What effective project managers do and how to do it with Outlook*
- *Using Outlook to focus on your priorities not incoming mail*
- *How to use tasks effectively in managing your project*
- *How to set up public folders for maximum effectiveness*
- *How to get the most from the calendar for you and your team*
- *Using the power of categories to plan and manage the project*
- *Managing information on your PC and desk*
- *Allocating and tracking Tasks – links to MS Project*
- *Reducing procrastination and other time hungry habits*
- *Using the contacts functions to manage communications with team members and clients*
- *Many hints and tips to make Outlook™ work for you to manage the project more effectively*

You'll learn lots of shortcuts and ways to get Outlook working in ways that make you less stressed, more productive and more likely to keep your project on the rails. This workshop is also available as an in-house only workshop. We can run this workshop in our training centre with groups of up to 12 or on your site.

### **Extra Details**

**Duration:** 9:00 to 4:45

**Location:** Acorn or training centre of your choice

**Contact:** John on 6217 7000

**Investment:** \$545 per person (discount for groups)

*Achieving Productivity through IT Tools*

<b>Topics Covered</b>	
<p><b>Outlook Settings &amp; Views</b></p> <ul style="list-style-type: none"> <li>- Understanding Outlook</li> <li>- Outlook Screens</li> <li>- The Navigation Pane</li> <li>- Viewing the Folder List</li> <li>- Adding Files to the Outlook Shortcut Bar</li> <li>- Settings for Reminders and Alarms</li> <li>- Reminders in your Calendar</li> <li>- Task Options Settings</li> <li>- Selecting your Start Up Folder</li> <li>- Reading Pane Settings</li> <li>- Turning off Default E-mail Alarms</li> <li>- Setting up your TaskPad</li> </ul>	<p><b>Calendar</b></p> <ul style="list-style-type: none"> <li>- Make a Meeting from an E-mail</li> <li>- Using Group Schedules</li> <li>- Setting Permissions</li> <li>- Opening Another Calendar</li> <li>- Inviting People to a Meeting</li> <li>- Tracking Acceptances</li> <li>- Proposing a New Time for a Meeting</li> <li>- Automatically Process Meeting Requests</li> <li>- Adding an Extra Person to the Meeting After the Invitations have been sent out</li> <li>- Booking Resources for a Meeting</li> <li>- Changing Labels on the Calendar</li> <li>- Printing the Calendar</li> <li>- Shared Calendars for Team Collaboration</li> </ul>
<p><b>Manipulating Data in Outlook</b></p> <ul style="list-style-type: none"> <li>- Making Categories</li> <li>- Using the Field Chooser and Group By Box</li> <li>- Arrange By Function</li> <li>- Sorting Outlook Data</li> <li>- Applying these skills across Outlook</li> </ul>	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>- Action your In Tray Using DATT and a Pending System</li> <li>- Assigning Tasks</li> <li>- Inserting Files, Hyperlinks, Items and Objects</li> <li>- Defining New Views</li> </ul>
<p><b>Advanced E-Mail Options</b></p> <ul style="list-style-type: none"> <li>- Setting Priority</li> <li>- Send Replies to Someone Else</li> <li>- Delay Delivery</li> <li>- Expiring an E-mail</li> <li>- Voting Buttons</li> <li>- Categorising</li> </ul>	<p><b>Notes &amp; Journal</b></p> <ul style="list-style-type: none"> <li>- Setting up Journal</li> <li>- Manually Creating Journal Entries</li> <li>- Viewing and Sorting Journal Entries</li> <li>- What to store in Notes</li> <li>- Sending Notes as Emails</li> <li>- Converting Notes to Tasks</li> </ul>
<p><b>Contacts</b></p> <ul style="list-style-type: none"> <li>- Creating New Contacts</li> <li>- Viewing Contact Availability/ Presence</li> <li>- Scheduling Activities from the Contacts View</li> <li>- Drag and Drop Function</li> <li>- The Contact Lookup Window</li> <li>- Creating and Viewing Activities Connected to a Contact</li> <li>- Sorting Contacts</li> <li>- Adding Fields of your Own</li> <li>- Email Merging</li> </ul>	<p><b>Mailbox Management</b></p> <ul style="list-style-type: none"> <li>- Understanding the Mailbox Full Message</li> <li>- Creating New Folders</li> <li>- Systematic Approach to filing</li> <li>- Archiving and Auto-archiving</li> <li>- Setting the Age at which Items in each Folder are Archived</li> <li>- Rules and Alerts</li> <li>- Run Rules Now</li> </ul>
<p><b>Further Information</b></p> <ul style="list-style-type: none"> <li>- Other Useful Keystrokes</li> <li>- Other Tips and Tricks</li> <li>- Date Navigator</li> <li>- Choosing Dates for Appointments and Tasks</li> <li>- Outlook Screen Views</li> </ul>	

- Changing Item Options by Dragging into a Different Group	
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## Enrolment Form – Productiv IT with Outlook for Project Teams

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.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

Total price \$545 x \_\_\_\_\_ attendees = \$\_\_\_\_\_ \$495 early bird price (early bird applies 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.