Time Management Skills using Outlook

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Many people use Outlook purely for email and calendar functions, but it can be used as a Time Management and Workflow tool too. This course is designed to help you understand how you can make use of Outlook to enhance your time management and workflow process

About This Course

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Detailed Course Outline

Workflow Management

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

Collecting Information

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

Processing and Organising

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

Prioritising and Planning

- Activities on the Calendar
- Weekly Reviews
- Managing Email

Interruptions

- How to manage
- How to minimise
- Golden Rules

Notes

- Best practices
- Tools for your memory
- Miss nothing

Personal Application

- How to put theory into practice
- Manage yourself

Additional Course Details

Nexus Humans Time Management Skills using Outlook training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Time Management Skills using Outlook course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Time Management Skills using Outlook?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Time Management Skills using Outlook course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Time Management Skills using Outlook training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Time Management Skills using Outlook?

Yes, we provide corporate training, dedicated training, and closed classes for Time Management Skills using Outlook. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Time Management Skills using Outlook?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Time Management Skills using Outlook training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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