

Exploiting Financial Analysis Tools

E-mail, calendaring, and meeting management are critical activities that drive individual workers' daily lives. So many people "live" in Microsoft Office Outlook 2013, making it their prime tool for communication and productivity. This course will provide experienced business professionals with a better hands-on understanding of how to manage their time more effectively, define tasks more accurately, and process incoming information more efficiently.

Using Microsoft Office Outlook 2013 as a "dashboard" application, students will learn how to manage their schedules, projects and assignments, and create and respond to e-mail with greater confidence.

Prerequisites

Before attending this course, students should have experience:

- Experience as business professionals who work within Outlook and Microsoft Office as a regular part of their day.
- A working familiarity with Outlook as a communications platform; specifically through e-mails, appointments and reminders, and tasks.
- A general awareness of time management principles, and a desire to take control of their day.

Who should Attend?

This course is designed for people who rely on Outlook for communication and who already use it for basic information workflow tasks such as e-mail, appointments and managing task lists. They are accomplished users of the application, but are looking for techniques to better manage Inbox overload and more effectively define and execute tasks, all to maximize productivity in a standard work day.

Course Details

Duration	: 1 day
Time	: 9am - 5pm
Schedule	: 17 July 19 August 21 September 30 October
Price	: RM 530 per person

Course Content

Module 1: Introduction to Microsoft Outlook

This module provides a basic understanding of how Outlook functions within the concepts of time and task management. Because each individual brings different levels of experience with Outlook with them, this module will help to create a common basis of understanding on which the remainder of the course will be based.

Course Content (con't)

Topics and Activities

- Outlook Is An Information Processor
- Walkthrough: Panes and Views in Outlook
- Walkthrough: Configuring the Navigation Pane
- Discussion: Challenges to be Addressed

Module 2: Effective Use of E-Mail

This module introduces the core concepts of the value of an empty Inbox, processing and action as discrete activities, creating a filing system in Outlook, filing and retrieving e-mail, and applying a three-criteria model called the 3D Filter (Do, Delegate, Defer) to each message in the Inbox to decide on its disposition. These concepts will prepare you for the time and task management modules that follow. Microsoft Office Outlook 2003 provides a unique integrated environment for managing these three information objects and converting e-mail into actionable tasks and calendar entries.

Topics and Activities

- Two Approaches for Two Kinds of Mail
- E-Mail: Process, Then Take Action
- Exercise 1: Creating an Effective Filing System
- Exercise 2: How to Process E-Mail
- Discussion: How to Process Task-Oriented E-Mail

Module 3: Managing Your Calendar

This module teaches you how to make effective use of your time by using the Outlook Calendar. As an extension of the information flow of e-mail into tasks and appointments, the Calendar is a key component in effective workflow management. In this module, we will look at how to properly use the Calendar and when appointments should (and should not) be used.

Topics and Activities

- Keyboard Shortcuts in the Outlook Calendar
- Walkthrough 1: Creating an Effective Appointment
- Exercise 1: Cleaning Up Your Calendar
- Walkthrough 2: Creating Appointments from E-Mail
- Exercise 2: Using Labels and Customizing Labels
- Discussion: A Well-Organized Calendar

Module 4: Effective Use of Tasks

This module is based on the recognition that task management is a complex activity about which many schools of thought exist. In the context of Outlook and the approach this course takes focusing on "next actions", the emphasis will be on generating tasks from incoming e-mail, understanding how to use Outlook categories and contacts as a filtering mechanism. The use of dated and undated tasks to achieve focus on the most important thing that needs to be done to move a particular project forward will be emphasized.

Topics and Activities

- How to Use Tasks
- Walkthrough 1: Creating a Custom View
- Exercise: Creating and Applying Categories
- Dated vs. Undated Tasks
- Walkthrough 2: Creating Tasks
- Discussion: The Role of Tasks

For further information & registration, please contact us at:

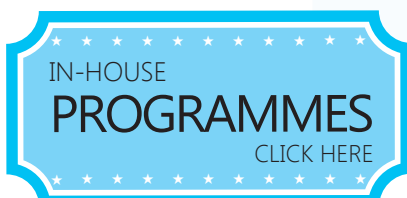
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