Optimizing Your Outlook:
Time Management/Enhanced Productivity Strategies for MS Outlook Users

by Randall Dean Consulting & Training, LLC

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Perhaps you've heard of Randy Dean's *Finding an Extra Hour Every Day: Time Management Strategies for Busy Managers, Leaders, and Professionals* course, and you know how it can help professionals at every level increase their productivity and satisfaction in their work and life. But did you know that Randy Dean, author of the recent Amazon Bestseller, *Taming the E-mail Beast*, can lead this same course specifically for your staff or team that are using MS Outlook on an everyday basis?

In this version of the course, Randy tailors all program and software demonstrations to the MS Outlook environment, and shows extensively how MS Outlook can be a center point to an advanced personal productivity and time management system. Randy will help you understand how many of the different functions within Microsoft Outlook were designed for enhanced productivity, and give great suggestions on how you can get so much more from this powerful and amazingly useful software program.

Randy's *Optimizing Your Outlook* course covers the following topics/areas:

- A basic understanding of key "bigger picture" time management principles – including your current active projects and life roles – and how they can be integrated into your MS Outlook software
- A discussion on the critical survival skill of "effective procrastination", and how Outlook can help.
- Fully integrating your MS Outlook software and related peripherals (like PDAs) into your time management system, and getting the most usability and functionality out of your software, including:
  - ✓ Setting up your "Tasks" function for prioritized project/client action
  - ✓ Strategically managing your Calendar to increase personal and professional effectiveness
  - ✓ Using creative methods to make interpersonal communications more efficient and effective
  - ✓ Integrating your Outlook software into your broader office/personal organization system
- Managing your "e-mail & info overload" — emails, voice mail, "snail" mail, and all those articles to read! – including several specific and highly useful strategies for Outlook e-mail management
- Building an intelligent and structured Outlook folder system for efficient filing and management
- Utilizing the "Notes" function to help "clear your mind" by creating several highly useful lists for organizing the random clutter in your mind
- How to set up Outlook "reminders" that prompt you to take appropriate actions at the right times
- Enhancing the information saved in your "Contacts" list for better relationships & communication
- Setting up your time management system and your MS Outlook so that it contributes to your personal life just as much as it contributes to your professional life ("programs in" Work/Life Balance!)
- Developing daily, weekly, monthly, and yearly rituals to help you stay on top of your system and keep your time management and personal organization skills sharpened

For more information on Randy Dean's *Optimizing Your Outlook* program or to get information on the other **Randall Dean Consulting & Training, LLC** programs and services, visit us at **www.randalldean.com**.

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