

OTL-301

Take Control of your Workday with the « M3Z » Method



Objectives

With this training, participants will be able to:

- Keep control of your emails to end your workdays with an « empty inbox »
- Effectively organize your day centralizing all your tasks in one place
- Facilitate the priority of your urgent tasks
- Focus on your work according to your priorities and timing
- Provide better track of your delegated tasks
- Increase your efficiency and save at least 20% of your time

Practical information

Duration	6 hours
Level	Advanced
Number of participants	Online: 5 participants In-company: 7 participants
Languages available	French - English

Prerequisites

Having followed the OTL-101 training or have equivalent knowledge

Target audience

Managers, administrative staff or any person with difficulties in managing its workload

Content

1 - Become familiar with the « 3 Zones Method »

- Symptoms of poor management tasks
- Benefits of good management tasks
- Why is this method effective
- Difference between an urgent task and a major task
- The skyline concepts
- Define the « 3 Zones Method »
- Analyze the process of the « 3 Zones Method »

2 - Optimize the taskbar configuration in connection with the « 3 Zones Method »

- View and define the taskbar functions
- The « tasks » form
- Start date or due date?
- Create a task from the taskbar
- Mark a task as completed from the taskbar
- View completed tasks
- Configure the taskbar
- Test the new taskbar settings

3 - Apply the « 3 Zones Method » in Outlook

- Use a drafting convention of the task object
- Follow up on delegated tasks
- Review, edit and postpone tasks

4 - Optimize the tasks file configuration in relation with the « 3 Zones Method »

- Read the tasks file
- Use predefined Outlook views
- Create custom views

5 - Become familiar with the email management process

- The impact of emails in our work reality
- Analyze the email management process

6 - Apply the email management process

- Turn your emails into tasks
- Insert an email in a task
- Insert hyperlinks in a task
- Use trace flag « Flag » to mark a message
- Keep track of sent messages
- Use the « processed message » file
- Group your Outlook items by category
- Use the quick actions
- Create rules

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months