

OTL-302

Improve time and activity management with the Outlook agenda



Objectives

With this training, you will be able to:

- Analyze time management to identify areas for improvement.
- Identify strategies to effectively organize and prioritize your activities.
- Apply techniques and methods to plan your activities using Outlook.

Practical information

Duration	3 Hours
Level	Advanced
Nombre de participants	7 participants
Languages taught	English-French

Prerequisites

Have completed Workshops OTL-301, OTL-102 or knowledge equivalent.

Target audience

Managers and administrative staff, or anyone having difficulties managing their workload.

Content

1 - Analyze what should be part of your planning

Using a planning template, the participant will be asked to:

- Clearly define your role and responsibilities.
- Identify priorities related to responsibilities.
- Set SMART goals for the next month/quarter.
- Identify other high-return activities to plan.

2 - Effectively planning workload in Outlook agenda

- Establish your time budget.
- Effectively plan your time in Outlook in line with your previously identified month/quarter goals.
- Learn techniques to manage your time budget on a weekly basis.
- Identify opportunities to optimize your schedule.
- Save time with Outlook planning tools

3 - Achieve your plan

- Gather the winning conditions for the realization of your plan.
- Identify and process the main time-consuming tasks at work.
- Learn tips to create a work environment conducive to concentration.
- Stay focused on your priorities – work on your big rocks first (Covey's principle) and apply methods to avoid recurring procrastination.

4 - Improve planning techniques

- Set up your planning routine using templates given to participants.
- Analyze the use of your time using an Excel tool offered to participants (activity log).
- Learn how to create different views in Outlook to make it easier to schedule daily and weekly task lists.

Included with your training



Complete guide with explanations and step-by-step



Practical worksheets seen in class



Training Certificate



Shareable recognition badge for your LinkedIn profile



Post-training follow-up offered with 6 months