Sylbert
EFFICIENCY CREATOR

OTL-301-365

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	7 participants
Languages available	English - French

Prerequisites

For current users of Outlook (classic version). Familiar with bases of email management and the Outlook interface.

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