Sylbert
EFFICIENCY CREATOR

M3Z-102-365

Take Control of your Workday with the M3Z Method

Objectives

With this training, participants will be able to:

- Organize your workday by centralizing all your tasks in one place
- Prioritize tasks to work more efficiently
- Manage your time and priorities better
- Reduce stress by making sure you don't forget anything
- Save time by reading your emails only once.

Practical information

Duration	6 hours
Level	Advanced
Number of participants	8 participants
Languages available	English - French

Prerequisites

For current users of the **New Outlook,** 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 – Present the To Do app and apply general Settings

- Get to know the To Do user interface components
- Use display settings

3 – Manage and prioritize tasks using the method

- Organize tasks using an organized method
- Classify and prioritize tasks according to their importance and deadline
- Split main tasks into detailed sub-tasks
- Add relevant attachments to tasks
- Schedule recurring tasks for ongoing management
- Use hyperlinks in tasks for quick access to relevant information
- Use hashtags for effective task search and categorization

4 - Organize and structure tasks into collaborative lists

- Produce and adapt lists according to specific needs
- Combine lists for improved organization and task management
- Practise collaboration by sharing to-do lists with teams

5 - Become familiar with the email management process

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

6 - Apply the email management process

- Turn your emails into tasks
- Insert an email into a task
- Insert hyperlinks into a task
- Use the « Flag » to mark a message for follow-up
- Keep track of sent messages
- Use the Archive folder
- Group your Outlook items by category
- Use the quick actions
- Use message templates
- Create message templates using Copilot
- Create rules

7 - Search for Outlook items efficiently

- Adjust the scope of the search
- Refine or start your search using filters

8 – Integrate and manage tasks on the go

- Setting up the Outlook mobile interface
- Setting up the To Do mobile interface
- Manage tasks that come from Teams
- Distinguish tasks that come from Planner

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*