

M3Z-203-365

Manage your tasks at work with the M3Z method and To Do (New Outlook)



Objectives

With this training, participants will be able to:

- Effectively organize your day by centralizing all your tasks in one place
- Focus on your tasks according to your priorities and timing
- Reduce stress by making sure you don't forget anything

Practical information

Duration	3 hours
Level	All
Number of participants	8 participants
Languages available	English - French

Prerequisites

- For the New Outlook and To Do users
- Note:** This training is a complement to the M3Z-204 or M3Z-202 training (on email management), which should be taken after this one.

Target audience

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

Content

1- Become familiar with the « 3 Zones Method »

- Benefits of good task management
- Why is this method effective
- Differentiate an urgent task from an important task
- The skyline concepts
- The « 3 Zones Method » explained

2- Optimizing To Do configuration in connection with the « 3 Zones Method »

- Understand the functions of To Do in Outlook
- Choosing To Do settings and options
- Create a task from To Do
- Using the due date as a start date
- View active and completed tasks

3- Organize and prioritize tasks using the « 3 Zones Method »

- Sort and prioritize tasks based on their importance and deadlines
- Break down main tasks into detailed subtasks
- Add relevant notes and attachments to tasks
- Set up repeated tasks to ensure continuous workflow

- Use hyperlinks in tasks for quick access to relevant information
- Use hashtags (#) to efficiently search and categorize tasks

4- Organize and structure tasks in collaborative lists

- Create and adapt task lists based on specific needs
- Combine task lists for enhanced planning and coordination
- Practice collaboration by sharing task lists with team members

5- Integrate and manage tasks while on the go

- Set up the Outlook app for mobile use
- Set up the To Do mobile interface
- Manage tasks originating from Teams
- Differentiate Planner-based tasks displayed in To Do

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