

M3Z-201-365

# Manage your tasks at work with the M3Z method (classic Outlook)



## Objectives

With this training, participants will be able to:

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

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	All
<b>Languages available</b>	English - French

## Prerequisites

- For Outlook (classic version) users
- Note:** This training is a complement to the 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 »

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

### 2 - Optimize the taskbar and the calendar in connection with the « 3 Zones Method »

- Configure, view and use the taskbar
- Create a task from the taskbar
- Start date or due date?
- Set up repeated tasks to ensure continuous workflow
- Add relevant notes and attachments to tasks
- Mark a task as completed from the taskbar and located where they are archived

### 3 - Apply the « 3 Zones Method » in Outlook tasks

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

### 4 - Optimize Task module views in relation to the « 3 Zones Method »

- Discover the Task module
- Use predefined Outlook views
- Create custom views

## 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