

# Training in Efficient Time Management

*Information workers are saturated by the quantity of tasks which need to be completed on a daily basis*

**M**icrosoft Outlook is the tool used the greatest amount of time at the corporate level for managing email. Applications such as task management and calendar allow its users to benefit from extensive control over necessary responsibilities and planning their calendars.

Nevertheless, your employees need to be in control of an ever increasing number of tasks and meetings. An incorrect management of time ends in incomplete tasks, delayed deadlines, and frustration due to the inability to undertake the responsibilities most strategic for the company.

The methodologies of Time Management give your employees a base to better manage their actions and their appointments, and to get these tasks under control. These methodologies are not always easy to establish in Outlook and this seminar permits one to begin using them in a correct manner, with the aim of increasing individual productivity as well as that of the company as a whole.

## Details

### Title

Training in Efficient Time Management in Outlook

### Methodology

Firsthand, because it is the most personalized and dynamic method, more effective than online training.

Totally practical training including applying real examples to your company or administration.

Using one's own computer permits the individual to practice and apply the material immediately after it is learned.

Performed in the form of "concentrated pills" of 3 hours, because we value the time of your employees.

### Duration

3h per group

### Maximum number of attendees per group

20

### Version of Software

Outlook 2007 or Outlook 2010

### Agenda

Introduction to the methodologies of Time Management

4 steps to manage your actions

The life cycle of the actions

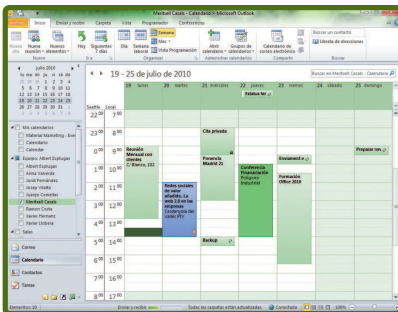
Implementing time management in Outlook

Recommendations and change management

### Objective

To gain control over the increasing quantity of actions needing to be completed, following the methodologies of Time Management, while learning how to implement them in Outlook.

## Effective management of tasks and the calendar directly impacts our increase in productivity



**T**rainning in Efficient Time Management, designed by the Productivity Innovation Center, uses the application of set best practices and the use of certain advanced features in Outlook to allow one to:

- ✦ Be in control of the increasing number of tasks needed to be performed
  - ✦ Understand the methodologies of Time Management
  - ✦ Prioritize tasks depending on your strategic objective
  - ✦ Learn how to break up tasks into actions, for better monitoring and enforcement
- ✦ Know the features of the Electronic Mail Manager which allow us to implement these methodologies
  - ✦ Improve the management of your calendar and shared calendars in your company
  - ✦ The training is of a practical nature and is organized into groups of a maximum of 20 people, each person with his or her own computer in order to be able to immediately put into practice the knowledge acquired.

The personal face-to-face sessions, which are practical and interactive, permit the resolution of doubts about the use of Outlook and learn to an efficient management of mail, tasks and the calendar.

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