










image: aron-visuals/unsplash







Course e-book

Time Management and Productivity with Microsoft Outlook

Where can I find which topic?

Here you can quickly locate the lessons from the online course, and you will find all the checklists and step-by-step instructions. This e-book will of course not be a substitute for the course :)

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1. Effectiveness and Efficiency - what will you learn?

- How is the course structured?
- The difference between Effectiveness and Efficiency







Effectiveness

1 **Do the right things**

- **Goals & Key Tasks**
Annual Review
- **Prioritization & Focus**
Eisenhower Matrix, Pareto Principle
- **Todo-Lists vs. Calendar** 
Daily/weekly plan, ALPEN method
- **Task planning**
Pomodoro technique, Kanban, Step method

Efficiency

2 **Do things right**

- **Control your email inbox** 
- **Task tracking** 
- **File & find information** 
- **Shortcuts & time savers** 

2. Download the course e-book

Where can I find which topic?

Here you can quickly locate the lessons from the online course, and you will find all the checklists and step-by-step instructions. This e-book will of course not be a substitute for the course.

The section numbers in this e-book correspond to the lecture numbers of the course.

[Link to the course here <click>](#)

3. Do you know your goals?

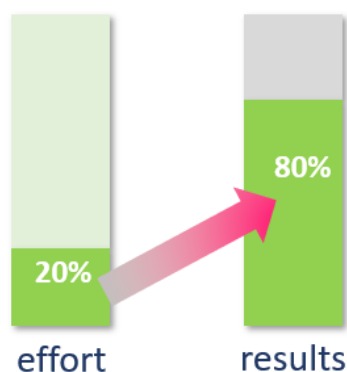
It doesn't matter how fast you run... if you're heading in the wrong direction

Steven Covey

- Do the right things (vs. doing things right)
- The Pareto Principle (the 80/20 rule)
- Why you need full clarity regarding your goals and your personal key tasks

The Pareto Principle (the 80/20 rule)

80% of the results often come from **20% of the causes**
economy | sales | software | traffic | ...



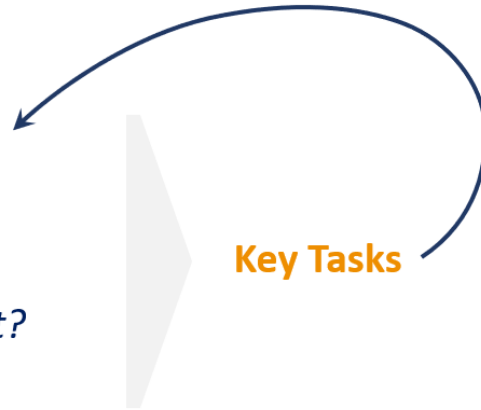
Time management

- 80% of the results
- 20% of the effort / tasks

Find these 20% ...your Key Tasks

Know your **Goals** – know your **tasks**

- *Expectations?*
- *Results & Goals?*
- *Success?*
- *What is important?*
- *Best version of...*



Full awareness of your Key Tasks is required for good **prioritization**

4. **Exercise:** Your annual review - created today

A short and simple exercise that can help enormously to get more clarity about your own goals - and how to reach them.

Click here for the online template (please save the document locally before filling it out: select "File" in the menu, then "Download")

The following 2 questions are remarkably simple but powerful. Write down the most important things that come to mind - try to spend no more than 8 minutes. No need to make it perfect, just get a first draft quickly - you can always improve and expand later.

Imagine yourself in one year from now... assume it was a fantastic year. You feel great. What did you accomplish?

Write down your thoughts...

Question 1:

This year was successful because I have reached these goals:

-
-
-

The guiding question here: *What does it mean for me to be successful?*

Question 2:

I could reach these goals because I was doing these tasks on a regular basis:

-
-
-

The guiding question here: *what has a real impact on my goals?*

What will I need to do during the next 12 months to set myself up for success?

5. Is this important or just urgent? - the Eisenhower Principle

- The difference between "urgent" and "important"
- The Eisenhower-Matrix
- Apply these principles for better **prioritization** of your tasks



*The **important** problems are never **urgent***

6. First things first - getting priorities right

- Why the order of your tasks makes a difference
- At the end of the day a few things may not be accomplished - make sure that no key task is among them...



Do the important things first!

- What is your “MIT” - your **most important task** of the day?
- What would you do if your day had only 1 hour today?



Elimination of unimportant topics may be a good starting point!

A few tips:

- Know your **goals** and **key tasks** }  Exercise “Annual Review”
- Start your day with the most **important task** MIT Principle
- Eliminate **time stealers**
- Learn to **say no** (or ‘not now’) ...and explain your *no* with a **because** }  Exercise “NOT Todo-List”
- Stop or **avoid** low value tasks
- **Plan...**



Planning transports your priorities to your daily work

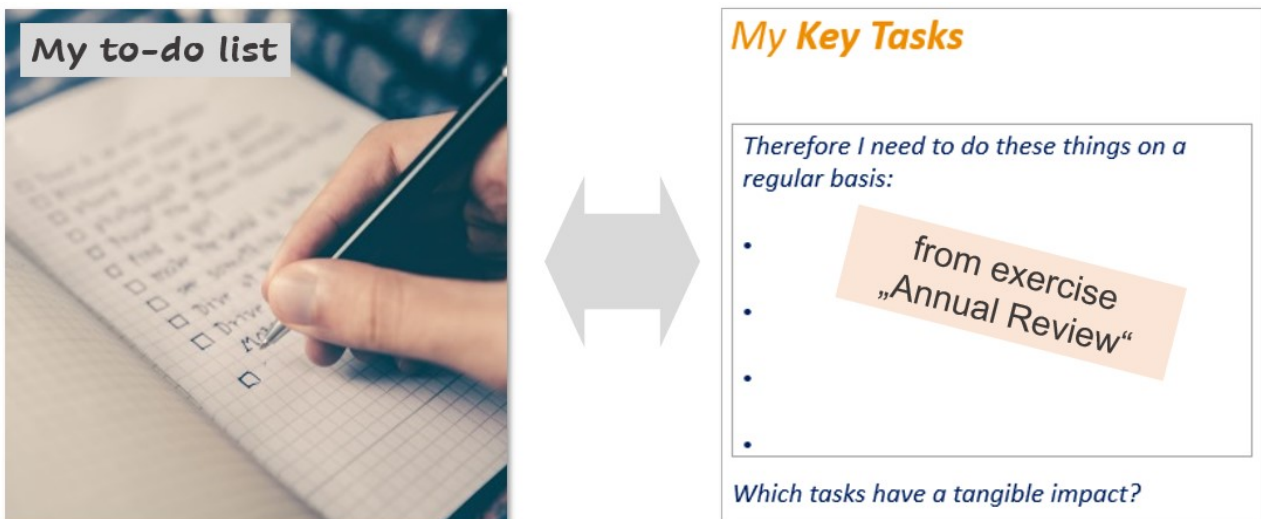
7. Time Management with to-do lists?

- Did you know that 40% of items on to-do lists actually never get done at all?
- Yet to-do lists are extremely popular – 70% of all office workers have one.
- But these lists have at least one big issue: they typically focus on the current day and on what is 'urgent'...
- How does that relate to the Eisenhower principle?

8. Exercise: we analyze your to-do list

We check your current to-do list (or whatever you currently use for your task management).

In preparation, get your to-do list and compare its contents to the 'key task' list from the previous exercise (the annual review).



Question 1: How many of your key tasks are on the list?

Question 2: How many of your key tasks are urgent?

In the next video we will evaluate the findings.

Additional questions

3) Are there any topics that you have been dragging along for a long time, but have not yet tackled?

- Are these candidates to remove?
- What is the worst that can happen if you do not complete this task?
- If one of these tasks is absolutely needed: mark it as a candidate for the calendar planning (details in the following lessons)

4) Are there any topics that are not necessarily "your" own tasks?

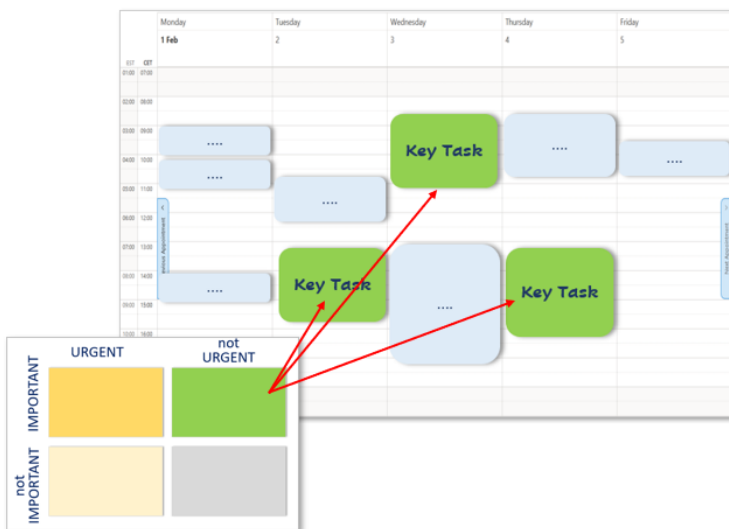
- Should or could someone else do them?
- If yes: what would you need to do to make this happen?

9. Learnings from the to-do list analysis

- In the previous exercise you have checked your current to-do list
- What can we learn from that?

10. The 5 advantages of a calendar planning

- Why the calendar based planning is the better approach
- The 5 advantages



- ✓ *Perspective on the week*
- ✓ *Room for key tasks*
- ✓ *When to do what*
- ✓ *Duration*
- ✓ *Focus*

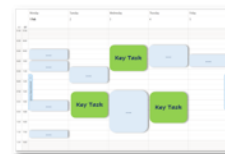
Todo list vs. Calendar

Todo list



- *Perspective on day*
- *What is urgent?*
- *Duration?*
- *Easy tasks first?*

Calendar



- ✓ *Perspective on week*
- ✓ *What is important?*
- ✓ *Duration!*
- ✓ *Key tasks first!*

11. **Exercise:** Cleaning up - your NOT to-do list

Prioritization also means: **remove tasks.**

What can you let go of, what do you not want to do any more in order to make room for what is relevant?

Where can you reduce effort?

Not everything deserves to be done perfectly. Your time is limited!

And what do you need to do to realize this?

Look back at your previous week or month. You may want to check your calendar, meeting list or to-do list.

My not todo list

Where do I invest time without real impact on my goals?
What can I stop doing from now on?

- _____
- _____
- _____

To implement this
I need to:

- _____
- _____
- _____

What can I do less perfectly?
From now on I'll spend less time and effort here:

- _____
- _____
- _____

- _____
- _____
- _____

12. Outlook kick-off: basic settings

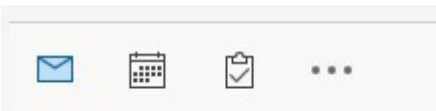
- A quick run through the major calendar settings - what you may want to optimize
- Switching between the various views

13. **Exercise:** Outlook navigation and calendar settings

1) Navigate between e-mail view and calendar view

(a) via mouse, (b) via keyboard

- Start Outlook
- Switch between views via the icons on the lower left-hand side:



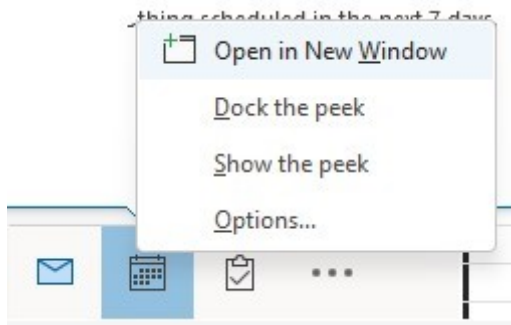
- What I would recommend: you will often need to switch between the **e-mail** and **calendar** view, therefore these 2 icons should come first, as shown in the example above.
- In case you want to modify your setup: select the 3 dots "...", then "Navigation options" - here you can configure the order of these icons.

Would you like to switch faster via the keyboard, using the ALT + TAB keys?

- To do so, you can open Outlook twice, means have 2 Outlook windows simultaneously.
- In view 1 you can then display your e-mails, in view 2 the calendar
- ...and then switch between both via ALT / TAB

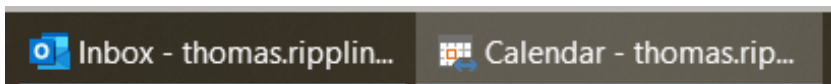
To activate this setup:

- navigate to the e-mail view
- click the calendar icon **via the right mouse key**, then in the small pop-up menu select "Open in New Window"



Maximize the window that will open.

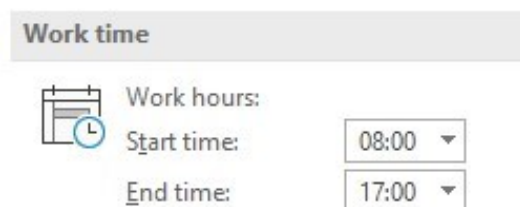
- Now you have Outlook twice in the taskbar, and you can switch between the 2 windows (views) via the keyboard with ALT / TAB



Watch the video in the previous lecture to see a demo of how to activate this setup

2) Configure your work time:

- Navigate to "File / Options / Calendar", then set your "Work time", e.g.:




3) If required, e.g. in case you collaborate with people from other time zones:

Activate additional time zones in the calendar view:

- Navigate to "File / Options / Calendar", then "Time zones"
- Here you can add up to 2 additional time zones, e.g.

Time zones

 Label:

Time zone: ⓘ

Show a second time zone

Label:

Time zone:

Show a third time zone

Label:

Time zone:

Make sure to add a label per time zone, e.g. CET and EST as in the example above.

This is how the calendar time display will look like with 2 time zones:

EST	CET
01:00	07:00
02:00	08:00
03:00	09:00
04:00	10:00
05:00	11:00
06:00	12:00
07:00	13:00

Great job! Now you know how to navigate the Outlook views, and you have configured the calendar settings to your needs.

Get the full e-book along with the course:

Office Productivity > Microsoft > Microsoft Outlook

Time Management and Productivity with Microsoft Outlook

The course and training for busy people. Proven methods to plan your time - and how to apply them with Outlook as a tool

4.2 ★★★★★☆ (54 ratings) 214 students

Created by [Skilltastic - Thomas Ripplinger](#)

🔧 Last updated 1/2022 🌐 English 🗣️ English, Spanish

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