

TIME MANAGEMENT USING OUTLOOK

How long each day do you spend in your inbox? This two hour session will reduce time spent reading, sifting, searching and re-reading and show you how to use your time more effectively.

Who is this course suitable for?

Anyone who spends more than 10% of their day in their inbox.

What will I gain from this course?

Set up effective time management techniques to cut down the amount of time in your inbox – uses Rules; colour-coding; the rules of 4D etc.

Do I need any experience?

A working knowledge of Outlook.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What are the specific details of this course?

Price	£40.00
Duration	2 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions



What will I learn on this course?

Using Outlook to handle your e-mail can help you organise your day:

- > Don't let your messages pile up — Use the 4D rule to daily clear and deal with the emails in your inbox
- > Use folders to organize the messages you keep
- > Create Search Folders to help you locate and organize your contacts, appointments, meetings, tasks and emails.
- > Use rules to automatically process messages
- > Understand Colour Categories to organize and search Outlook

Special Offer! Save 25%!

The following workshops are priced at £40.00 each but if you enrol on to all 5 of them at the same time, the total cost will be reduced to only £150.00!

- > Time Management using Outlook
- > Charts and graphs for effective communication for both Project Management and Financial issues
- > Presentation software
- > Project Management
- > Promoting business through social networks

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

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