

## **Manage Your Day with Outlook**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

**SATV Value:**

**CLC:**

**NATU:**

**SUBSCRIPTION: Learn, Master**

From automating the sorting process to prioritizing tasks, this course will reveal the most effective tools you can incorporate into your current organizational system. Rather than teach you "our way" to organize your life, this course will identify key organizational concepts, and show you how Outlook can meet your time management needs.

### **Course Outline:**