

# **Manage Your Day with Outlook**

**Modality: On Demand**

**Duration: 2 Hours**

Most people do not know Outlook is a great time-management system. This program will teach you how to use the time-saving capabilities of this software and boost productivity. The program will show the most powerful methods you can integrate into the existing organizational structure, from streamlining the sorting process to prioritizing activities. Instead of teaching you "our way" of organizing your life, this training will identify key principles of organization and show you how Outlook will fulfill your time management requirements.

## **Course Outline:**