

Pragmatic Productivity Module



Overview

Designed to transform the Productivity of office professionals by teaching the effective use of the electronic tools native to Outlook & Windows.

The module consists of:

Electronic Set-Up

Configure your computer for optimal efficiency, and customise Outlook settings for Inbox, Calendar & Emails.

Tools

Harness the powerful capabilities of the built-in, electronic tools, like programming Outlook to insert specific text segments using keywords & effective email searching.

Shortcuts

Discover time-saving shortcuts which introduce new functionality, such as overcoming copy & paste "single item" limitation & instantly capturing screenshots - no snipping required!

The module focuses on the practical application, and how you combine tools for maximum impact.

A detailed breakdown of the Module is provided on the next page.

Audience

Any office professional using Microsoft Outlook & Windows.

Prerequisites

Participants should have a basic knowledge of Microsoft Outlook & Windows.

Delivery

The module is delivered In-Person at your facility.

Delivery flexibility offered:

- Two Full-Day or Four Half-Day sessions
- Customising the scope to suit your specific needs

Your Efficiency Partner (YEP) *Work Efficiently, Get TIME Back!*

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DAY 1

Computer Electronic Setup

- ✔ 8-Step Process to optimize your Electronic SetUp
- ✔ StartUp customisation
- ✔ Taskbar, Program, Folder optimisation
- ✔ Start Menu customisation
- ✔ Toolbar optimisation
- ✔ Theme customisation

Practical Shortcuts

- ✔ Navigate effectively
- ✔ Access important settings quickly
- ✔ Minimise rewriting/recopying text
- ✔ Instantly capture & save screenshots
- ✔ Insert symbols easily
- ✔ Practical examples & exercises
- ✔ Shortcut toolkit provided

Avoid Starting From Scratch

- ✔ Create templates for frequent emails
- ✔ Program Outlook to insert text segments using keywords
- ✔ Effective email search techniques
- ✔ Practical examples & exercises

Outlook Response Options

- ✔ "No Action" response options
- ✔ "Action" response options
- ✔ Create meetings & appointments directly from email
- ✔ Efficiently create & send emails
- ✔ Practical examples & exercises
- ✔ Shortcuts toolkit provided

DAY 2

Outlook Electronic Setup

- ✔ Customise Inbox settings
- ✔ Customise Calander settings
- ✔ Create Inbox & Calendar "Dashboards" to help prioritise work
- ✔ Adjust general notification settings to minimise distractions
- ✔ Create custom notifications for specific individuals
- ✔ Customise email settings
- ✔ Create & modify distribution lists
- ✔ Utilise "@ Mentions"
- ✔ Calendar view options
- ✔ Advanced calendar entries

Outlook Data Management

- ✔ Minimise clutter
- ✔ "Advanced Action" response options
- ✔ Response options summary
- ✔ Employ Rules to automate actions
- ✔ Rules recommendations & exercises
- ✔ Employ Quick Steps to semi-automate actions
- ✔ Quick Steps recommendations & exercises

Pragmatic Productivity Combinations

- ✔ Applying combinations of tools to maximise gains
- ✔ Top combinations recommendations & exercises

Universal Shortcuts

- ✔ 12 powerful shortcuts
- ✔ Practical examples & exercises
- ✔ Shortcuts toolkit provided

