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Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Consulting Solutions

Consulting is about trust,

4006A: Time Management Secrets Using Microsoft Outlook 2003

Description:

E-mail, calendaring, and meeting management are critical activities that drive individual workers' daily lives. So many people "live" in Microsoft Office Outlook 2003, making it their prime tool for communication and productivity. This course will provide experienced business professionals with a better hands-on understanding of how to manage their time more effectively, define tasks more accurately, and process incoming information more efficiently. Using Microsoft Office Outlook 2003 as a "dashboard" application, students will learn how to manage their schedules, projects and assignments, and create and respond to e-mail with greater confidence. .

Course Outline:

Module 1: Introduction to Microsoft Outlook

This module provides a basic understanding of how Outlook functions within the concepts of time and task management. Because each individual brings different levels of experience with Outlook with them, this module will help to create a common basis of understanding on which the remainder of the course will be based.

Module 2: Effective Use of E-Mail

This module introduces the core concepts of the value of an empty Inbox, processing and action as discrete activities, creating a filing system in Outlook, filing and retrieving e-mail, and applying a three-criteria model called the 3D Filter (Do, Delegate, Defer) to each message in the Inbox to decide on its disposition. These concepts will prepare you for the time and task management modules that follow. Microsoft Office Outlook 2003 provides a unique integrated environment for managing these three information objects and converting e-mail into actionable tasks and calendar entries.

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Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.

Module 3: Managing Your Calendar

This module teaches you how to make effective use of your time by using the Outlook Calendar. As an extension of the information flow of e-mail into tasks and appointments, the Calendar is a key component in effective workflow management. In this module, we will look at how to properly use the Calendar and when appointments should (and should not) be used.

Module 4: Effective Use of Tasks

This module is based on the recognition that task management is a complex activity about which many schools of thought exist. In the context of Outlook and the approach this course takes focusing on "next actions", the emphasis will be on generating tasks from incoming e-mail, understanding how to use Outlook categories and contacts as a filtering mechanism. The use of dated and undated tasks to achieve focus on the most important thing that needs to be done to move a particular project forward will be emphasized.

Module 5: Setting Up the Outlook Dashboard

This module shows you how to set up the Outlook Dashboard. The Outlook Dashboard is a custom view, created in Outlook's Calendar module, which provides immediate access to the calendar, the Task Pad (set to display the day's tasks) and a view of the mail and folder hierarchy. This module will show you how to construct and customize an Outlook Dashboard that can be adapted to your unique needs and work style.