Time Management

Utilising Microsoft Outlook

1 Day Course

Course Overview

Maximise your productivity and reclaim your time by combining proven time management strategies with practical Outlook techniques.

This course empowers professionals to take control of their workload, prioritise effectively, and reduce stress through structured time management methods. By integrating practical Microsoft Outlook techniques, participants will leave with actionable skills to manage emails, schedules, and tasks more efficiently. This is not an Outlook technical course; it is about leveraging Outlook as a tool to support better time management practices.

Who Should Attend?

This course is suitable for:

- Professionals struggling to meet deadlines or manage workload efficiently
- Individuals who frequently search for documents and emails, losing valuable time
- Anyone experiencing work-related stress due to poor time allocation
- Administrative staff, managers, and office professionals who want to optimise their daily workflow
- Participants who wish to apply practical Outlook features to enhance personal productivity

Required Knowledge:

- Basic computer literacy and familiarity with Microsoft Outlook for desktop
- No advanced Outlook skills are required
- This course is focused on time management; prior training in Outlook is not necessary

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What You Will Learn

Morning Session – Time Management Fundamentals

- Set realistic, achievable personal and professional goals
- Analyse how your time is currently spent and identify areas for improvement
- Apply effective prioritisation techniques to focus on high-impact tasks

- Understand and overcome procrastination
- Develop strategies to manage interruptions and maintain workflow

Afternoon Session – Leveraging Microsoft Outlook

- Organise emails effectively using folders, rules, and filters
- Manage contact lists efficiently for smoother communication
- Optimise your schedule using Outlook calendar features
- Categorise tasks and appointments for better visual clarity
- Maintain a clean and manageable inbox to reduce stress

Exclusions:

This course does not cover:

- Full Microsoft Outlook training (email setup, meeting scheduling, Exchange administration)
- Advanced Outlook features beyond those relevant to personal time management
- Technical troubleshooting of Outlook or Windows environment

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Key Learning Outcomes

At the end of this training, you should know how to:

- Apply time management principles to prioritise tasks and meet deadlines
- Analyse personal time use and identify opportunities for efficiency gains
- Manage interruptions and reduce procrastination
- Use Microsoft Outlook as a practical tool to support time management
- Maintain an organised inbox and schedule to minimise stress and maximise productivity

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D.T.I.
Direct Training Ireland

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Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Outlook installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft Outlook**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Advanced Time Management Strategies
- Microsoft Outlook – Productivity and Advanced Features
- Personal Efficiency and Workflow Optimisation

Learner Support

Participants will have indefinite online access to all practice files and notes at ***https://www.dti.ie***. Email support will also be offered on items covered during this course at ***support@dti.ie***.