Using Outlook for Time Management

elevate

Quick Reference Guide

Overview

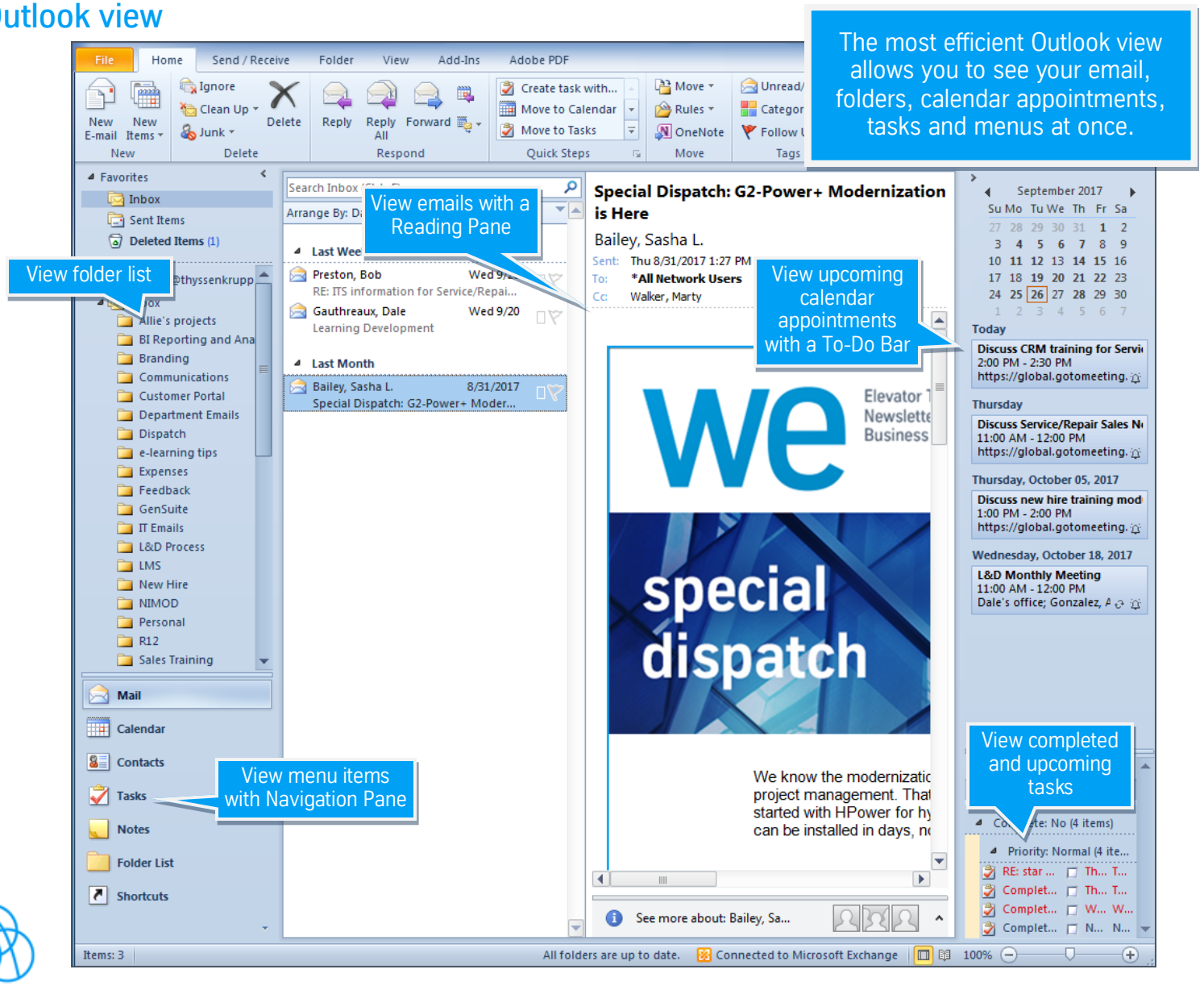
Microsoft Outlook can be an effective time management tool when used properly. Your email, tasks and calendar can assist you to better manage your time and workload. Master a few basic tips, and you will control your email, rather than allowing your email to control you.

4 Ds of email

You can put every email into four categories, called the 4 Ds of email:

- Do it now—read it and address it right away. This may mean filing it in a folder or writing a reply.
- Date activate it—put a date on it to address the email later. This may mean setting it up as a task for yourself or calendar item.
- Delegate it—some emails may need to be assigned to others as a task.
- Delete it—some emails may be strictly informational, and once you've read the information it can be deleted.

Outlook view



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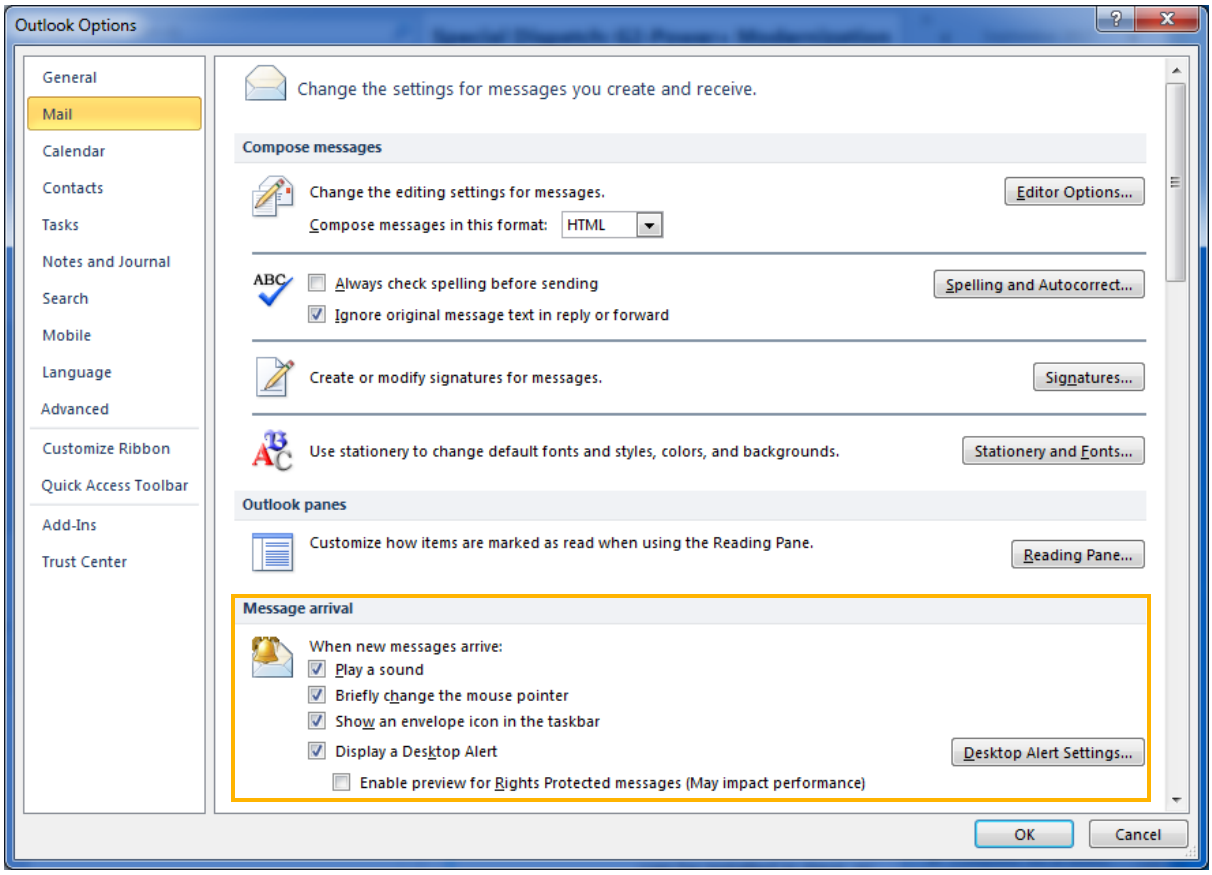
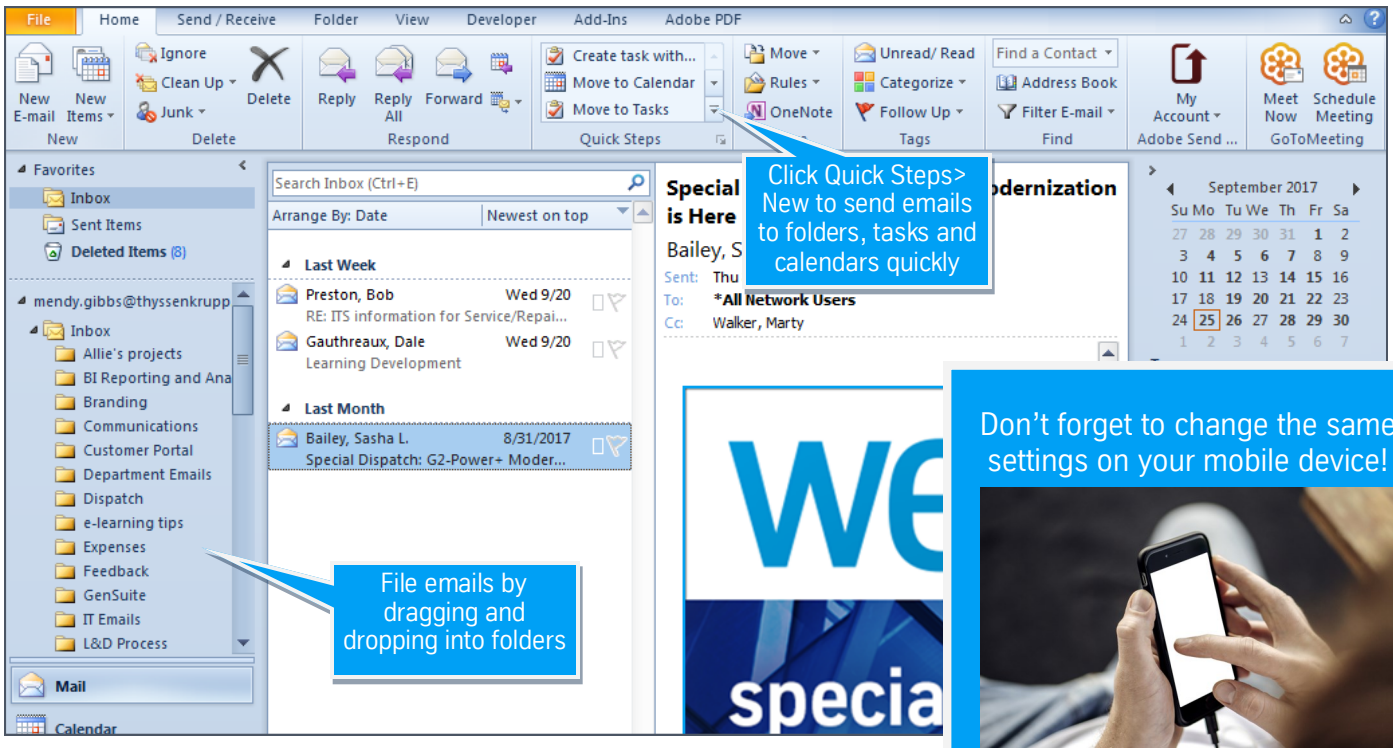
Managing emails

Turn off sounds and notification interruptions in the Outlook Options menu. Click File> Options> Mail. Then uncheck the boxes under Message arrival.





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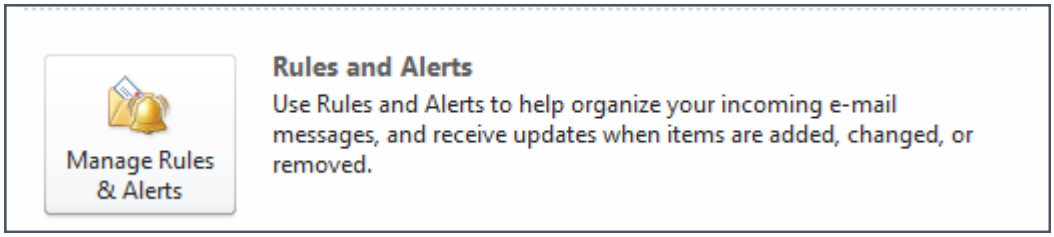
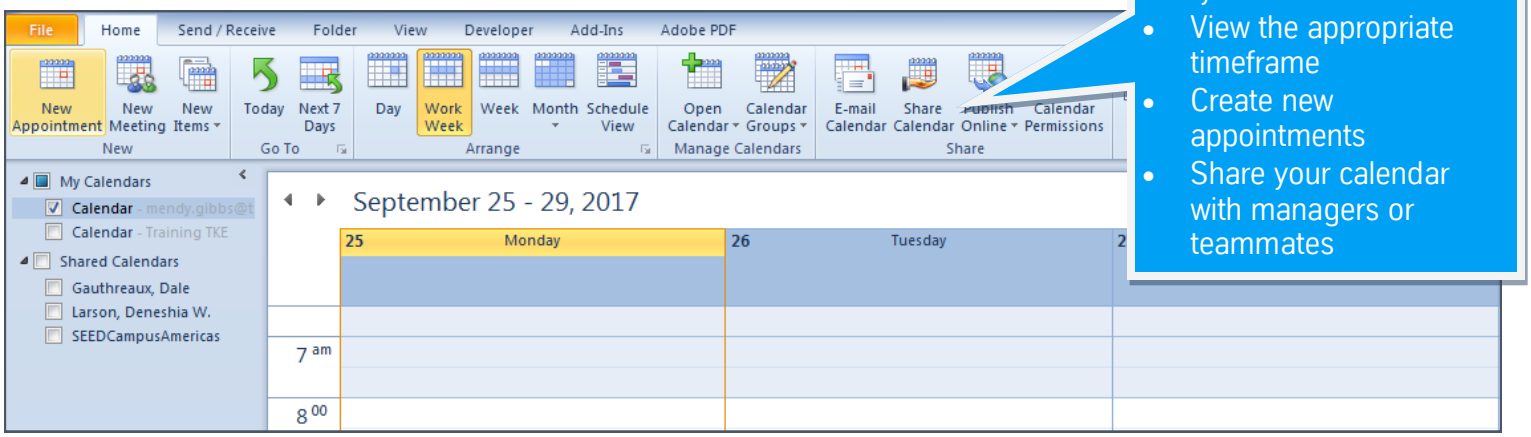
Creating rules

Click File> Manage Rules and Alerts to customize email notifications and file specific emails away automatically.



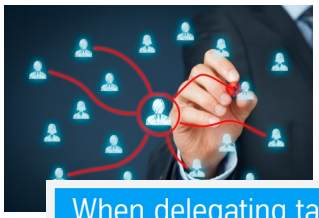
Managing calendars



Use your calendar menu to:

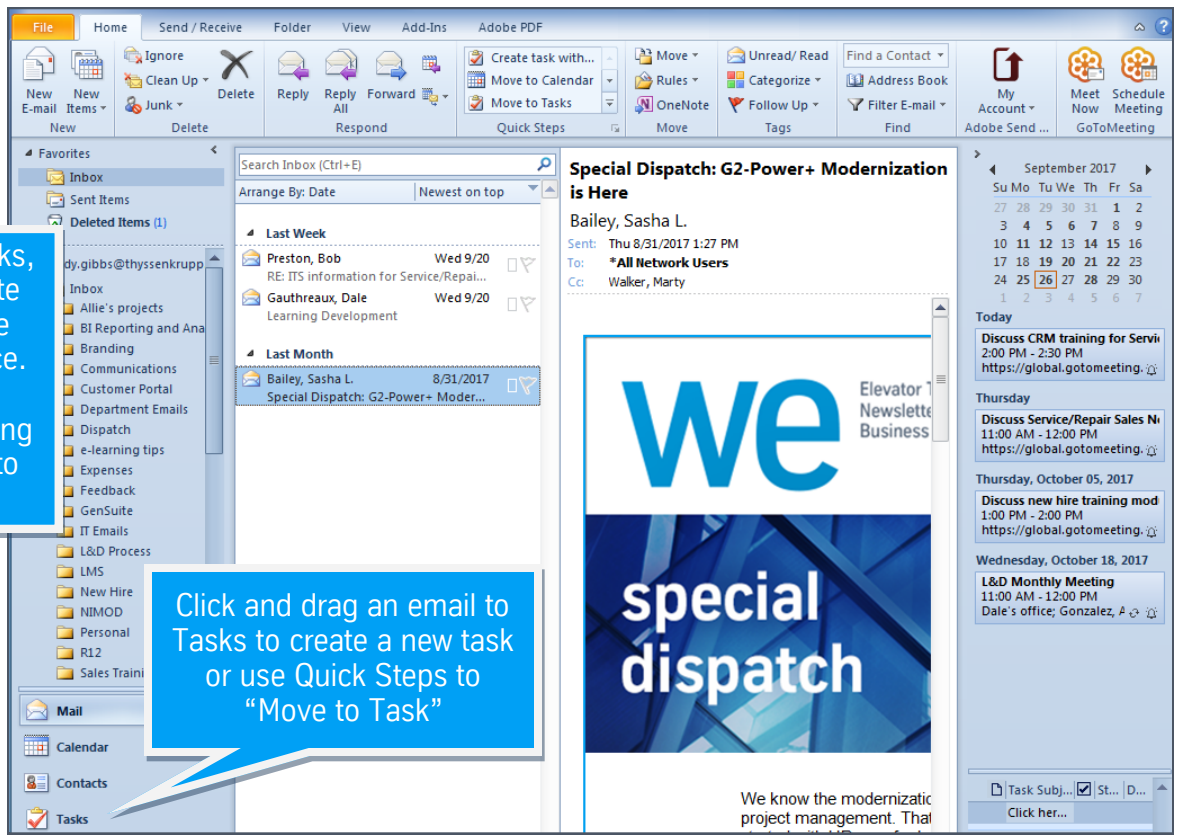
- View the appropriate timeframe
- Create new appointments
- Share your calendar with managers or teammates

Managing tasks



When delegating tasks, always communicate first, requesting the recipient's assistance.

Plan ahead, delegating to the best person to work as a team.



Click and drag an email to Tasks to create a new task or use Quick Steps to "Move to Task"