Using Outlook for Time Management
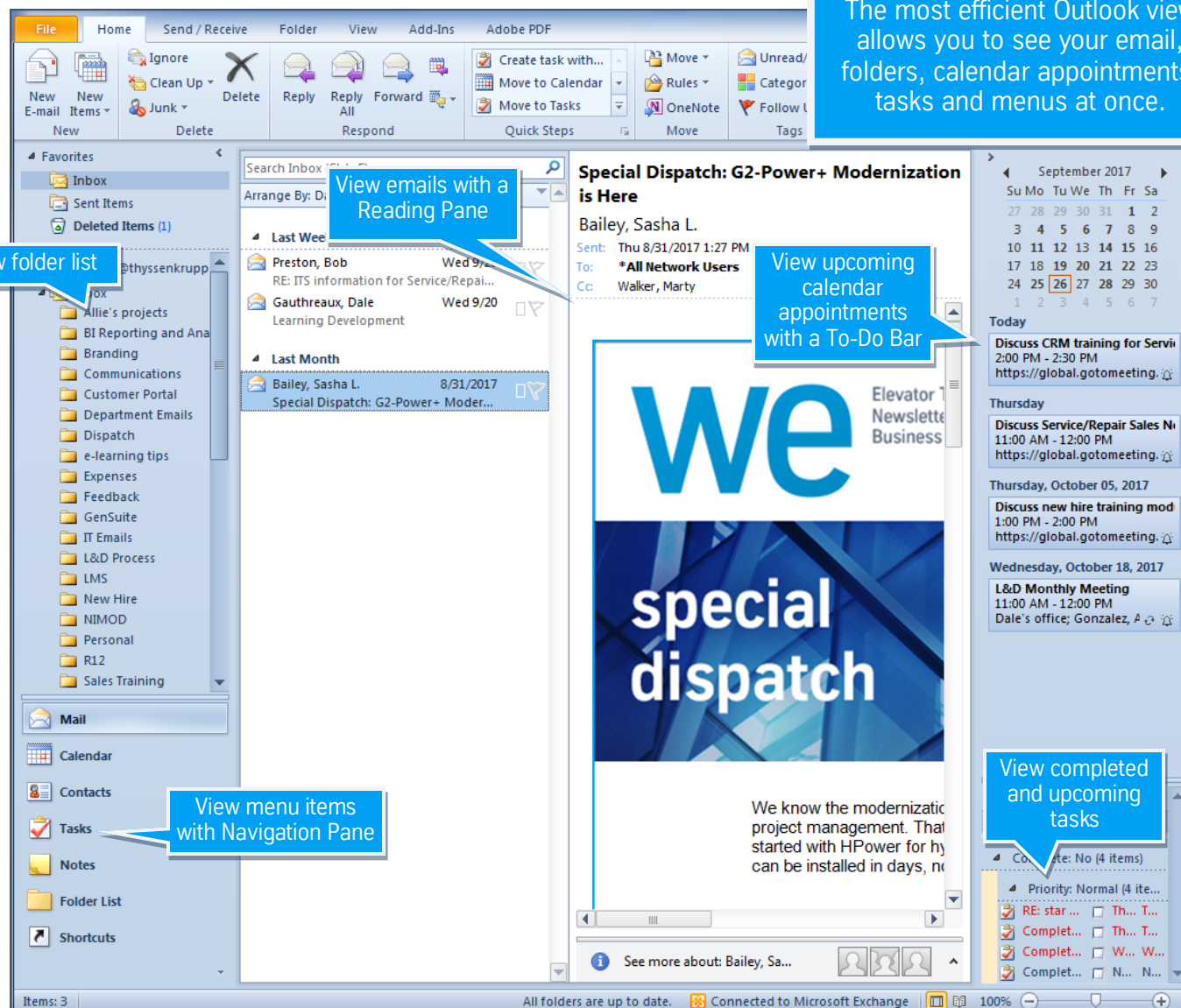
elevate

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

The most efficient Outlook view allows you to see your email, folders, calendar appointments, tasks and menus at once.

View folder list

View emails with a Reading Pane

View upcoming calendar appointments with a To-Do Bar

View menu items with Navigation Pane

View completed and upcoming tasks

Managing emails

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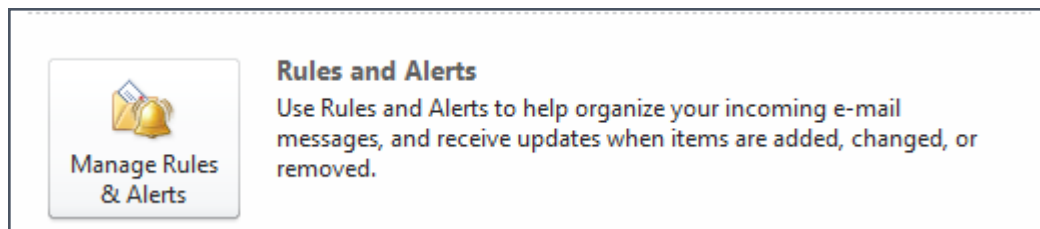

Click Quick Steps> New to send emails to folders, tasks and calendars quickly
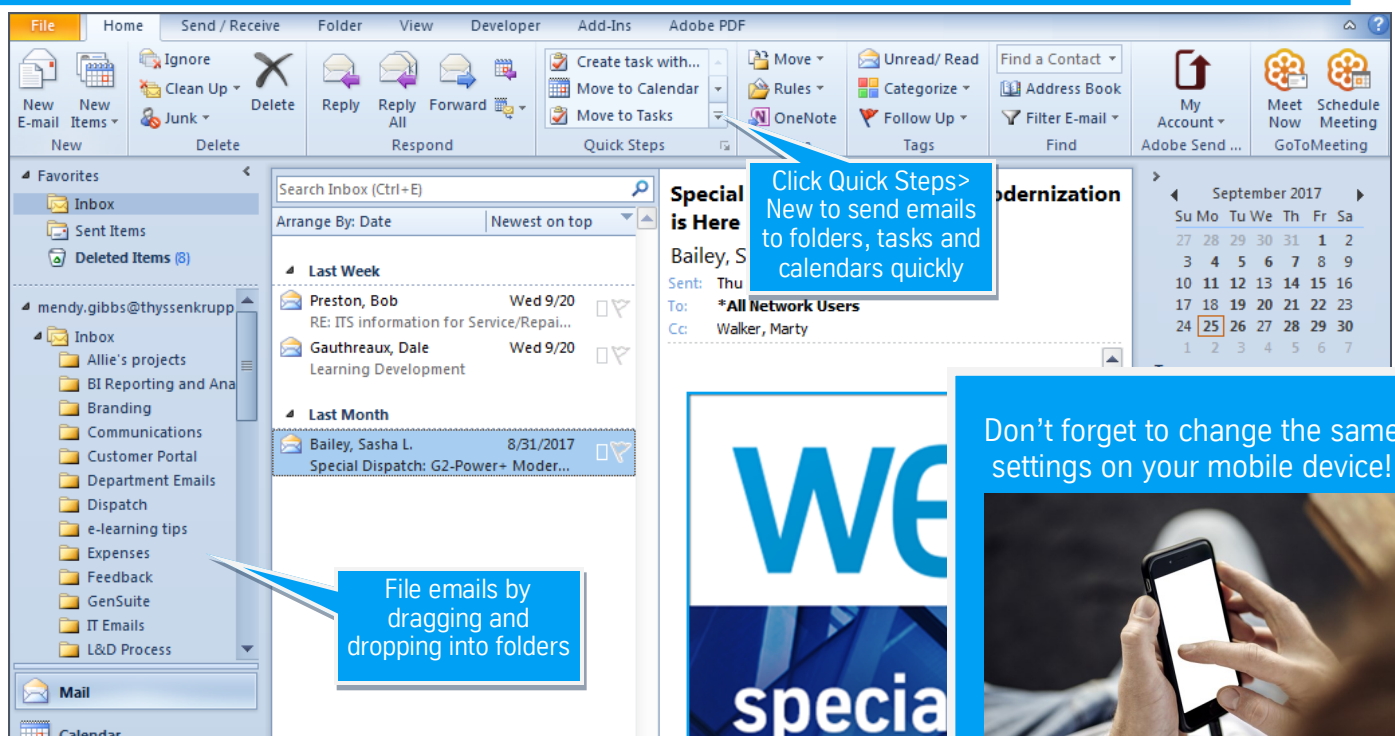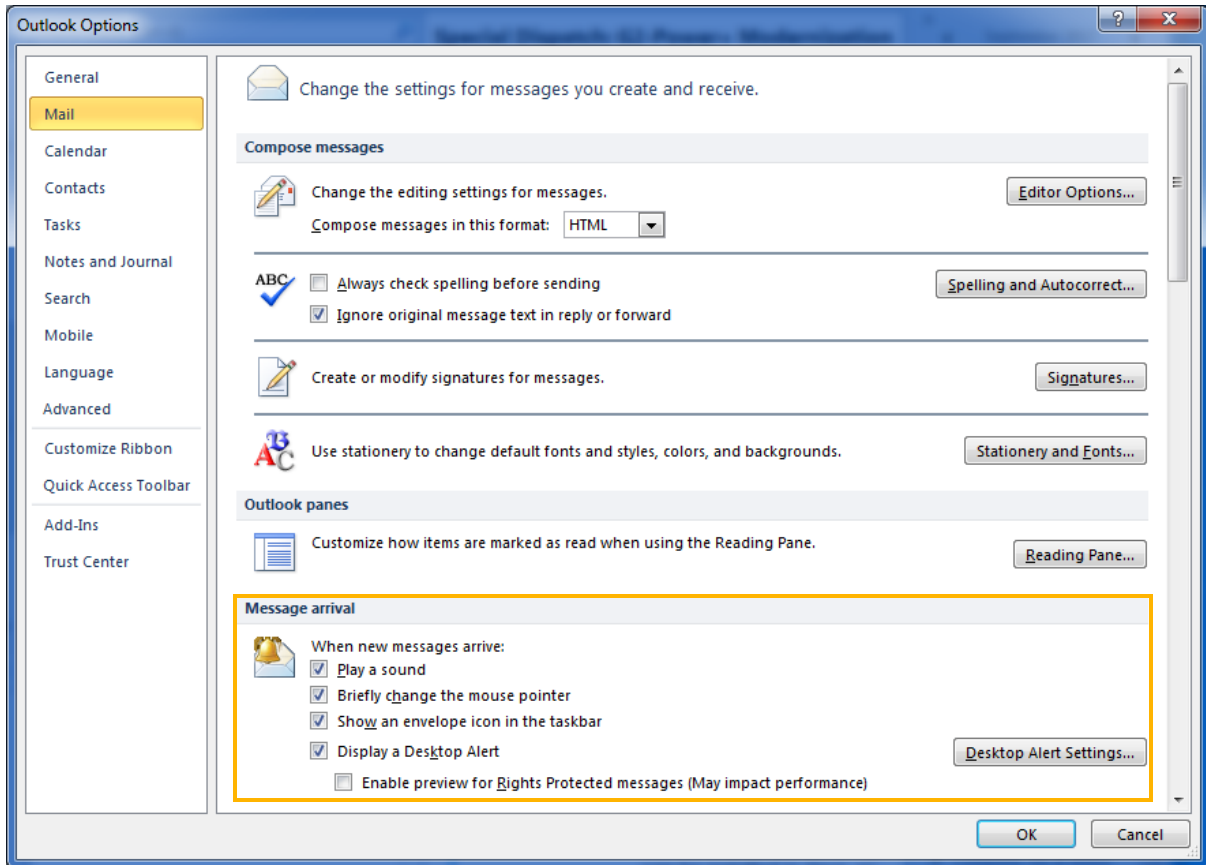
Don't forget to change the same settings on your mobile device!

File emails by dragging and dropping into folders

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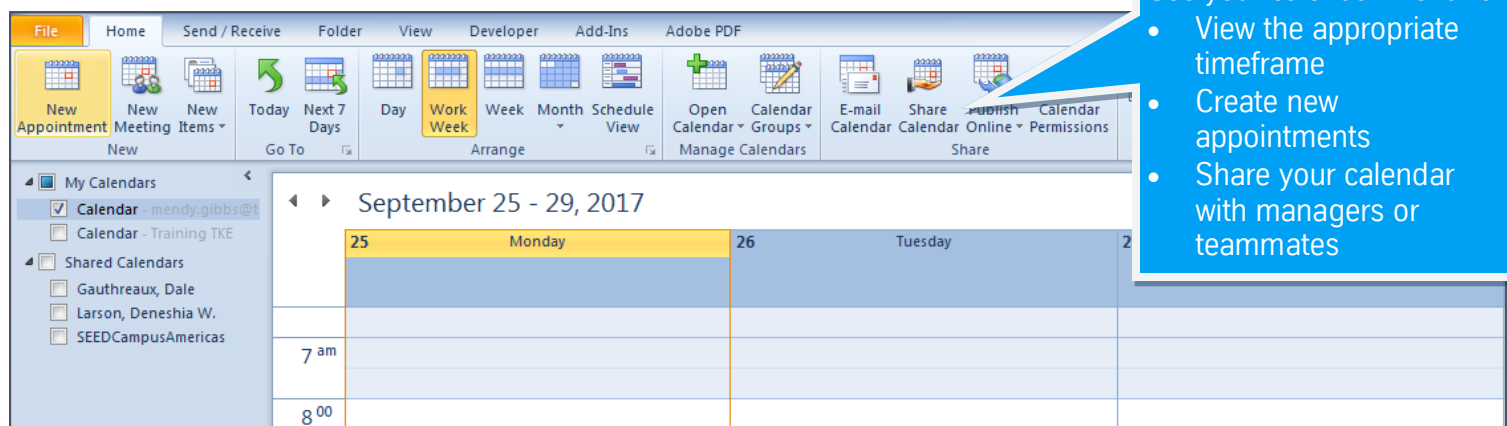
Creating rules
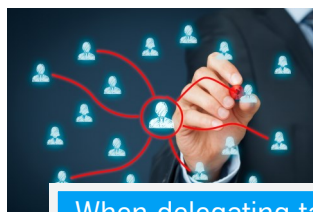
Click File> Manage Rules and Alerts to customize email notifications and file specific emails away automatically.

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

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"