

Outlook Made Easy & OneNote 2010

Objective

(3.5 Hours)

This hands-on, activity-based workshop will show you how powerful Outlook is as a useful tool. You will learn what Notes is really for and how to use Tasks as a great tool for delegation and creating to-do list. Also learn how to prioritize and other tips including color coding your calendar, and what to do with emails stacking up in your inbox. Lots of tips, tricks and ideas!

1. EMAIL/ETIQUETTE

- How to write effective emails that get read
- Use that subject line!
- Create automated rules and quick steps
- Drag and drop feature
- 4 things to do with emails
- Clean out your inbox

2. CALENDAR

- Color coding/categories
- Blocking your time
- Scheduling for a high impact week

3. NOTES

- What is notes really used for?
- Drag and drop emails into notes
- Important "STUFF"

4. TASKS

- How to use Tasks to create different to-do lists
- Delegation/assigning tasks
- Tracking delegated tasks

5. ONENOTE

- Interfacing with Outlook
- Creating new/multiple notebooks
- Recording meeting and videos
- Creating templates
- Sharing notebooks

Materials

- 11 x 17 Cheat Sheet
- Power Shortcuts
- OneNote Cheat Sheet
- Action Planner

Additional Resources

- Toys
- Music
- Candy Jar
- Markers
- Colored Pens & Pencils

Reinforcement

- Activation Activates
- Tips & Tricks
- Action Planner
- Highly Interactive
- Practice Time

