



Outlook 2003 Time Management 4 Hours

Objectives:

Outlook 2003 Time Management is the third seminar in Microsoft Outlook 2003 series of training. It covers the calendaring and time management features of Microsoft Outlook. Trainees will learn to:

- Create appointments and tasks to streamline time management
- Schedule meetings, issue invitations, and track responses to simplify planning
- Assign tasks to other users for effective delegation
- Create task progress reports to facilitate efficient project management

Outline:

- **Scheduling with the Calendar:** opening and navigating the calendar, scheduling new appointments, events, and meetings, using AutoDate, responding to a meeting, checking meeting responses, editing calendar items, setting recurring calendar items, printing calendar information, adding a task to the TaskPad.
- **Working with Tasks:** adding, editing, and deleting tasks, creating recurring tasks, marking a task complete, sorting and reordering tasks, assigning tasks, accepting/declining tasks, indicating the progress of a task, sending a progress report, printing tasks information.
- **Appendix:** Using Notes and Time Management Tips