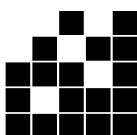


Outlook 2007 Information Management

Audience	This course is intended for persons who want to deal with information (whether it is paper or electronic) in a more organized fashion. You should have taken Outlook Basic and Intermediate (recommended) or have equivalent experience with Outlook as it will be the tool used to organize email, to do items, your schedule, and tasks. You should be able to create and send messages, create folders in Outlook, and use Tasks and Calendar.
Description	The course uses a combination of lecture and hands-on practice to teach students to organize physical and electronic information (email, tasks, and contacts). Calendar is used for managing your schedule. The Task List is used to identify projects, and actions to achieve greater productivity. Concepts and processes taught are based on a proven methodology, which is used by successful business people worldwide.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Explain why information organization is important for effective time management■ Discuss the various elements of a proven methodology to create and maintain an information management system■ Develop a system to organize and manage information■ Implement the system in Outlook to organize and manage email■ Process the inbox effectively and efficiently■ Manage your schedule with Outlook Calendar, using it as a tool for scheduling meetings and events, as well as to support project action items■ Use tasks to manage your to do list, as well as small projects■ Set up a review process and system for archiving historical information
Length	1 day

I. Using the Methodology to Get Organized	G. Organizing Information into Your System
A. Why is Organization Important?	1. Action Items Folders
B. Out of Your Head and Into Your System	2. Waiting for Folders
C. Identifying Commitments	3. Action Someday Folders
D. Understanding the Methodology	4. Reference (Commitments) Folders
E. Capturing Input	H. Organizing Your Office
F. Processing Input	



II. Processing and Organizing Email Input

- A. Using Software to Get Organized
- B. Efficiently Processing Your Email Inbox
- C. Applying Flags to Promote Follow-up
- D. Organizing Email with Search Folders
- E. Creating Search Folders
- F. Using Views to Quickly Locate Emails
- E. Applying Rules and Alerts in a Reminder System
- F. Automating Mail Processing with Rules

III. Using the Calendar to Manage Schedule Information

- A. The Calendar as a Time Management Tool
- B. Delineating Activities with Categories
- C. Locating Specific Activities with Views
- D. Compiling Information with File Attachments

IV. Using the Tasks List to Manage Actions

- A. Tasks Lists in an Organization System
- B. Managing Projects using the Tasks List
- C. Organizing Tasks
 - 1. in Folders
 - 2. with Categories
 - 3. with Views
- D. Managing Tasks with Categories
- E. Locating Specific Tasks with Views
- D. Compiling Task Information with File Attachments

- E. Delegating Tasks
- F. Using Status Reports to Manage Delegated Tasks

V. Organizing Your Contacts

- A. Using the Contacts Feature
- B. Creating Contacts
- C. Editing Contacts
- D. Importing and Exporting Contacts
- E. Using vCards
- F. Printing Contacts

VI. Reviewing Your Information

- A. System Maintenance
- B. The Review Phase