"Manage Your Time, Master Your Priorities."

Time Management and Productivity Courses

Professional Development Training has a specialised division of Time Management and Productivity experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Productivity Training</td>
<td></td>
</tr>
<tr>
<td>Organizational Skills Training</td>
<td></td>
</tr>
<tr>
<td>Time Management Training</td>
<td></td>
</tr>
<tr>
<td>Effective Time Management Using Outlook 2010</td>
<td></td>
</tr>
<tr>
<td>Effective Time Management Using Outlook 2013</td>
<td></td>
</tr>
</tbody>
</table>
Learn the Skills for Effectiveness and Efficiency

Professional Development Training has a specialised division of Time Management and Productivity experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs. Our extensive curriculum in Time Management and Productivity, outstanding depth of trainers across the country and diverse range of industry experience means that pd training is the best choice for Time Management and Productivity courses. pd training will exceed your expectations and help you achieve the results you are seeking.

"Our trainer Kirsty was excellent, she listened to how our business operates & made the content more relevant to us. Also listened to what we hoped to achieve & added extra content to suit. Excellent, fun, stimulating and entirely appropriate for my needs. Thank You

Public Class Participant - Time Management"
In-House Training

In-House Training Benefits:

- Tailored to your needs and goals
- Cost-effective - from $140 per person (full-day)
- You choose the day, place and time
- Greatest impact in the shortest time
- Great team building opportunity
- Convenient - Employees do not need to go off-site

Tailored Delivery – Standard

We will always tailor the delivery of your In-House Training course to ensure it is relevant to your team and targeted at your learning goals. We can incorporate your company’s examples and terminology to ensure that the training can be directly related back to your workplace. This is standard and included in the price.

The “1-hour Motivator” Training Sessions
These 50-90 minute sessions are highly motivating and thought-provoking - ideal for those people who need to fit training in around a busy work schedule - great as an early morning kick-start or lunchtime boost!

Full-day Short Courses
1-day and 2-day short courses are delivered with a unique focus on 80% activities 20% content - just the way learning should be!

The “3-hour Power” Sessions
3-hour power sessions are a great solution when you have very specific outcomes you are targeting, or if scheduling the team to be off the job for a whole day is proving to be a challenge!

Conferences and Workshops
Do you want your conference to be memorable, fun, interactive and be a real highlight? PD training’s dynamic trainers can add that flair, excitement and much more!

Expert Trainers

“The while you are training with us, you receive experiential training from an expert in their field which ensures you can apply what you have learned directly back to your workplace. When you are training with us, you are there to learn from the trainer, not the manual!”

Public Courses

Training Style:

Your course will be activity-based learning. You receive some background theory, and then spend most of the time working together and with the trainer to apply the concepts to workplace situations that are applicable to your specific situation.

Class Size:

Classes are an average of 6 people, max of 12. We keep classes small to ensure the trainer can work with each participant to tailor each activity to be relevant to each person’s workplace/common scenarios.

Where:

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Parramatta.

Scheduling & Times:

Classes run from 9:00am - 4:30pm each day
Quality Lunch (tell us your dietary requirements)
Comprehensive up-to-date courseware

Practical & Real - Activities tailored to you...

Training is much more effective and enjoyable if you can apply the concepts you learn directly to your own circumstances. So the trainer will change textbook activities to be relevant to you.

For example:

If the example activity is based in a retail setting, but you work in a customer service call-centre, we will adapt activities to reflect the culture of a call-centre environment, so your team will be learning relational tools and techniques that really make sense to their world. Helping you learn today, and

Fun & Relaxed - Laugh while you learn...

Our relaxed and practical approach with experienced trainers that like to 'have a laugh' will ensure you enjoy the experience of learning as much as you enjoy acquiring new skills that help you perform better.

Yes, lunch is free - and we all like a free lunch. However, the highlight of your course will be the learning experience - not the break!
Each course involves about 20 activities each day to assist practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

Considering your needs, pd training has made Administration available at your place, online and at various locations across Australia. The courses are designed to be of short-duration, lively, informal and highly valuable.

- Training Booster Reinforcement System
- Free Re-sit
- eHelpDesk Support
- Bonus Supplementary eLearning
- Quick Reference Job Aid
- Hours of Business Video content
Do you ever end your day feeling like you were unproductive? Do menial tasks ruin your attention span? Well, if that’s the case, you might consider doing something to boost your motivation in order to be more productive. One effective solution is through enrolling in a Personal Productivity training course with pdtraining.

This Personal Productivity training course from pdtraining teaches participants how to establish routines, set personal goals, plan and prioritize things, stay more focused to accomplish targets, create an efficient environment and use practical, take away tools for maximizing personal productivity. Learn how to reach the highest levels of productivity in your personal and professional life with this course!

This practical and engaging training course is available now throughout Hong Kong. This Personal Productivity training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

Personal Productivity Training Outline

Foreword:
Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Outcomes:
- Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
- Learn to use routines to maximize productivity
- Master numerous scheduling tools for efficient use of time
- Learn to stay on top of a to-do list
- Learn how to start new tasks & projects on the right foot
- Master basic project management techniques
- Organize physical & virtual workspaces for maximum efficiency
- Take back time from e-mail & handheld devices
- Learn to tackle procrastination
Personal Productivity Training Course - Lesson 1
Getting Started
- Workshop Objectives
- Pre-Assignment Review

Personal Productivity Training Course - Lesson 2
Setting SMART Goals
- The Three P’s
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Personal Productivity Training Course - Lesson 3
The Power of Routines
- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Personal Productivity Training Course - Lesson 4
Scheduling Yourself
- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

Personal Productivity Training Course - Lesson 5
Keeping Yourself on Top of Tasks
- The One-Minute Rule
- The Five-Minute Rule
- What to do When You Feel like You’re Sinking

Personal Productivity Training Course - Lesson 6
Tackling New Tasks and Projects
- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Personal Productivity Training Course - Lesson 7
Using Project Management Techniques
- The Triple Constraint
- Creating the Schedule
- Using a RACI Chart

Personal Productivity Training Course - Lesson 8
Creating a Workspace
- Setting Up the Physical Layout
- Ergonomics 101
- Using Your Computer Efficiently

Personal Productivity Training Course - Lesson 9
Managing E-mail
- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

Personal Productivity Training Course - Lesson 10
Managing E-mail
- Using E-mail Time Wisely
- Taking Action!
- Making the Most of Your E-mail Program
- Taking Time Back from Handheld Devices

Personal Productivity Training Course - Lesson 11
Tackling Procrastination
- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

Personal Productivity Training Course - Lesson 12
Wrapping Up
- Words from the Wise

Web Links:
View this course online:
http://pdtraining.com.hk/courses/personal-productivity-training

In-house Training Instant Quote:

Public Classes - Enrol Now!
Do you feel that there is too much to do yet you have very little time? Have you ever wished that you had more hours in a day? A Time Management training course from pdtraining can help you overcome these struggles. Although we cannot provide you extra hours in a day, this course teaches you how to prioritize things, divide and consume your time wisely.

This Time Management training course can help you manage your time effectively, overcome procrastination, improve your concentration, deal regular distractions and prioritize tasks. At the end of this training, you will be able to do more work in lesser time, find balance in your life, get on top of your to-do list and feel better about your day.

This practical training course is available now throughout Hong Kong, including Central.

This Time Management training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

Time Management Training Outline

**Foreword:**
Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your long cherished long-term goals in your life.

One skill that is prevalent in all leaders of repute is time management. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. Managing time well enables you to be in control of your life; it allows you to act on situations rather than react to situations. When reacting to situations you are ill-prepared and under stress so your action is far from your optimum capacity. Whereas, when you act on situations it is well planned and thus allows you to function at your highest. At the heart of time management is an important shift in focus: Concentrate on results, not on being busy. This is a one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

According to the Pareto Principle, or the ‘80:20 Rule’, typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort.

By applying the skills taught in the Time Management Workshops, you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time.

This **Time Management Training** course is about doing the right things and doing them better.

**Outcomes:**

**Part 1**
- Set S.M.A.R.T. goals
- Prioritize effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease

**Part 2**
- Learn to organize the workspace for efficiency and productivity
- Master when & how to delegate for maximum productivity
- Set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings
### Part 1

<table>
<thead>
<tr>
<th>Time Management Training Course - Lesson 1</th>
<th>Time Management Training Course - Lesson 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Setting</strong></td>
<td><strong>Prioritizing your Time</strong></td>
</tr>
<tr>
<td>- The Three P's</td>
<td>- the 80/20 rule</td>
</tr>
<tr>
<td>- S.M.A.R.T Goals</td>
<td>- The Urgent versus Important Matrix</td>
</tr>
<tr>
<td>- Prioritizing your goals</td>
<td>- Assertiveness</td>
</tr>
<tr>
<td>- Visualization</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Management Training Course - Lesson 3</th>
<th>Time Management Training Course - Lesson 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning Wisely</strong></td>
<td><strong>Tackling Procrastination</strong></td>
</tr>
<tr>
<td>- Creating your Productivity Journal</td>
<td>- Why we procrastinate</td>
</tr>
<tr>
<td>- Maximizing the power of your productivity journal</td>
<td>- Nine ways to overcome procrastination</td>
</tr>
<tr>
<td>- The Glass Jar: rocks, pebbles, sand and water</td>
<td>- Eat that frog!</td>
</tr>
<tr>
<td>- Chunk, block and tackle</td>
<td></td>
</tr>
<tr>
<td>- Ready, Fire, Aim!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Management Training Course - Lesson 5</th>
<th>Time Management Training Course - Lesson 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crisis Management</strong></td>
<td><strong>Organizing your Workspace</strong></td>
</tr>
<tr>
<td>- When the storm hits</td>
<td>- De-clutter</td>
</tr>
<tr>
<td>- Creating a plan</td>
<td>- Managing workflow</td>
</tr>
<tr>
<td>- Executing the plan</td>
<td>- Dealing with e-mail</td>
</tr>
<tr>
<td>- Lessons learned</td>
<td>- Using calendars</td>
</tr>
</tbody>
</table>

### Part 2

<table>
<thead>
<tr>
<th>Time Management Training Course - Lesson 7</th>
<th>Time Management Training Course - Lesson 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delegating Made Easy</strong></td>
<td><strong>Setting a Ritual</strong></td>
</tr>
<tr>
<td>- When to delegate</td>
<td>- What is a ritual?</td>
</tr>
<tr>
<td>- To whom should you delegate</td>
<td>- Ritualizing sleep, meals, exercise</td>
</tr>
<tr>
<td>- How should you delegate</td>
<td>- Examples of rituals</td>
</tr>
<tr>
<td>- The importance of full acceptance</td>
<td>- Using rituals to maximize time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Management Training Course - Lesson 9</th>
<th>Time Management Training Course - Lesson 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Management</strong></td>
<td><strong>Alternatives to Meetings</strong></td>
</tr>
<tr>
<td>- Deciding if a meeting is necessary</td>
<td>- Instant Messaging and chat rooms</td>
</tr>
<tr>
<td>- Using the PAT approach</td>
<td>- Teleconferencing</td>
</tr>
<tr>
<td>- Building the agenda</td>
<td>- E-mail Lists and online groups</td>
</tr>
<tr>
<td>- Keeping things on track</td>
<td>- Collaborating applications</td>
</tr>
<tr>
<td>- Making sure the meeting was worthwhile</td>
<td></td>
</tr>
</tbody>
</table>

### Web Links:

View this course online:  

In-house Training Instant Quote:  

Public Classes - Enrol Now!  
Time management is a crucial factor in achieving your short, medium and long-term goals. Managing time is not difficult if you use the right tools. This one-day training course is developed to educate you on the proper use of Microsoft Outlook as an effective tool in managing your time. This course will teach you how to use the Calendar, Notes, Journal, One-Note and Outlook Task List options, work with email messages, manage electronic files, send task requests and more.

After attending this Effective Time Management Using Outlook 2013 training workshop, you will achieve better control over your day, prioritize and schedule tasks, learn to allot time to each task, achieve balance, manage interruptions and accomplish your daily goals.

Now available throughout Hong Kong, this Effective Time Management Using Outlook 2013 training course can be delivered with our expert local or international trainers at your chosen venue and schedule.

You can also join our public classes, live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Effective Time Management Using Outlook 2010 Outline

Foreword:
This Effective Time Management Using Outlook 2010 Training Course teaches understanding and skill development in customizing the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

Outcomes:
This extensive training course in effective time management using Outlook 2010 provides useful strategies and skill development for easily managing your work.

After completing this course, participants will have learned to:
- Use planning tools
- Change notification options
- Customize panes
- Customize the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organize their workspace
<table>
<thead>
<tr>
<th>Effective Time Management Using Outlook 2010 Training Course - Lesson 1</th>
<th>Effective Time Management Using Outlook 2010 Training Course - Lesson 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Getting Started</strong></td>
<td><strong>The Four D’s</strong></td>
</tr>
<tr>
<td>● The Power of Change</td>
<td>● Do, Dump, Delay, and Delegate</td>
</tr>
<tr>
<td>● Case Study: Another Day at the Office</td>
<td>● Do: Working with E-mail Messages</td>
</tr>
<tr>
<td>● Planning Tools</td>
<td>● Dump: Working with Deleted Items</td>
</tr>
<tr>
<td>● Using Outlook’s Viewing Tools</td>
<td>● Delay: Setting up Your Outlook Task List</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Time Management Using Outlook 2010 Training Course - Lesson 2</th>
<th>Effective Time Management Using Outlook 2010 Training Course - Lesson 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Setting Up Outlook</strong></td>
<td><strong>Finding What You Need</strong></td>
</tr>
<tr>
<td>● Changing Notification Options</td>
<td>● Organizing Your Workspace</td>
</tr>
<tr>
<td>● Customizing the Quick Access Toolbar</td>
<td>● Sorting Based on File Type</td>
</tr>
<tr>
<td>● Customizing the Outlook Screen</td>
<td>● Sorting with Categories</td>
</tr>
<tr>
<td>● Customizing Your Panes</td>
<td>● Managing Electronic Files</td>
</tr>
</tbody>
</table>

**Web Links:**

View this course online:

In-house Training Instant Quote:
[https://bookingshk.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx](https://bookingshk.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx)

Public Classes - Enrol Now!
Developing good organizational skills is a great investment and is a crucial skill for most professionals. A well-organized employee projects professionalism and builds trust with clients and colleagues, while having an organized workspace reduces hassle and stress.

In order to be better organized, enroll in pdtraining’s Organizational training course. The course provides you with the knowledge and application of necessary skills on how to utilize your time more resourcefully and achieve higher productivity in the least amount of time. After attending the training, you will be able to manage your daily duties more proficiently, cope with unforeseen events in a professional approach, and free your workspace of clutter and messy documents.

This highly valuable and practical training course is now available throughout Hong Kong.

This Organizational training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Organizational Skills Training Outline

**Foreword:**
During this training course, participants develop an understanding and use of examining their habits and routines, prioritizing, organizing the workspace, and make plans to stay organized. It also helps to identify and remove obstacles to organization and productivity such as procrastination.

**Outcomes:**
This extensive training course helps participants to develop essential skills in organizing so that they increase their productivity, and reduce waste of their time and resources.

**After completing this course, participants will have learned to:**
- Remove the clutter
- Place everything in its place
- Write down priorities
- Prioritize tasks
- Use 80/20 rule
- Use a master calendar
- Set realistic deadlines
- Remove or limit time wasters
- Cope with things outside their control
- Use a day planner
- Be consistent
- Use paper and paperless storage
- Organize work area
- Fight procrastination
- Organize inbox
- Use discipline to stay organized
<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 1</th>
<th>Organizational Skills Training Course - Lesson 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Getting Started</strong></td>
<td><strong>Organization in Your Work Area</strong></td>
</tr>
<tr>
<td>● Housekeeping Items</td>
<td>● Keeping Items Within Arm's Reach</td>
</tr>
<tr>
<td>● Pre-Assignment Review</td>
<td>● Only Have Current Projects on Your Desk</td>
</tr>
<tr>
<td>● Workshop Objectives</td>
<td>● Arranging Your Drawers</td>
</tr>
<tr>
<td>● The Parking Lot</td>
<td>● Organize to Match Your Workflow</td>
</tr>
<tr>
<td>● Action Plan</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 2</th>
<th>Organizational Skills Training Course - Lesson 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remove the Clutter</strong></td>
<td><strong>Tools to Fight Procrastination</strong></td>
</tr>
<tr>
<td>● Just Do It</td>
<td>● Eat That Frog!</td>
</tr>
<tr>
<td>● You Don't Have to Keep Everything</td>
<td>● Remove Distractions</td>
</tr>
<tr>
<td>● Three Boxes: Keep, Donate, and Trash</td>
<td>● Give Yourself a Reward</td>
</tr>
<tr>
<td>● A Place for Everything and Everything in its Place</td>
<td>● Break Up Large Tasks</td>
</tr>
<tr>
<td>● Case Study</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 3</th>
<th>Organizational Skills Training Course - Lesson 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prioritize</strong></td>
<td><strong>Organizing Your Inbox</strong></td>
</tr>
<tr>
<td>● Write It Down</td>
<td>● Setting Delivery Rules</td>
</tr>
<tr>
<td>● Urgent/Important Matrix</td>
<td>● Folder and Message Hierarchy</td>
</tr>
<tr>
<td>● Divide Tasks</td>
<td>● Deal With Email Right Away</td>
</tr>
<tr>
<td>● 80/20 Rule</td>
<td>● Flag and Highlight Important Items</td>
</tr>
<tr>
<td>● Case Study</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 4</th>
<th>Organizational Skills Training Course - Lesson 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduling Your Time</strong></td>
<td><strong>Avoid the Causes of Disorganization</strong></td>
</tr>
<tr>
<td>● Have a Master Calendar</td>
<td>● Keeping Everything</td>
</tr>
<tr>
<td>● Setting Deadlines</td>
<td>● Not Being Consistent</td>
</tr>
<tr>
<td>● Remove or Limit the Time Wasters</td>
<td>● Not Following a Schedule</td>
</tr>
<tr>
<td>● Coping With Things Outside of Your Control</td>
<td>● Bad Habits</td>
</tr>
<tr>
<td>● Case Study</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 5</th>
<th>Organizational Skills Training Course - Lesson 11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Do Lists</strong></td>
<td><strong>Discipline is the Key to Stay Organized</strong></td>
</tr>
<tr>
<td>● Use a Day Planner</td>
<td>● Stay Within Your Systems</td>
</tr>
<tr>
<td>● Finish What You Start</td>
<td>● Learn to Say No</td>
</tr>
<tr>
<td>● Focus on the Important</td>
<td>● Have Organization Be Part of Your Life</td>
</tr>
<tr>
<td>● Do Quick Tasks Immediately</td>
<td>● Plan for Tomorrow, Today</td>
</tr>
<tr>
<td>● Case Study</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Skills Training Course - Lesson 6</th>
<th>Organizational Skills Training Course - Lesson 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper and Paperless Storage</strong></td>
<td><strong>Wrapping Up</strong></td>
</tr>
<tr>
<td>● Find a System that Works for You</td>
<td>● Words from the Wise</td>
</tr>
<tr>
<td>● Make It Consistent</td>
<td>● Parking Lot</td>
</tr>
<tr>
<td>● Make It Time Sensitive</td>
<td>● Lessons Learned</td>
</tr>
<tr>
<td>● Setting Up Archives</td>
<td>● Completion of Action Plans and Evaluations</td>
</tr>
<tr>
<td>● Case Study</td>
<td>● Case Study</td>
</tr>
</tbody>
</table>

**Web Links:**

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After attending this Effective Time Management Using Outlook 2013 training workshop, you will achieve better control over your day, prioritize and schedule tasks, learn to allot time to each task, achieve balance, manage interruptions and accomplish your daily goals.

Now available throughout Hong Kong, this Effective Time Management Using Outlook 2013 training course can be delivered with our expert local or international trainers at your chosen venue and schedule.

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Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Effective Time Management using Outlook 2013 Outline

**Foreword:**
This Effective Time Management Using Outlook 2013 Training Course teaches understanding and skill development in customizing the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

**Outcomes:**
This extensive training course in effective time management using Outlook 2013 provides useful strategies and skill development for easily managing your work.

**After completing this course, participants will have learned to:**
- Use planning tools
- Change notification options
- Customize panes
- Customize the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organize their workspace
### Effective Time Management Using Outlook 2013 Training

<table>
<thead>
<tr>
<th>Course - Lesson 1</th>
<th>Course - Lesson 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Getting Started</strong></td>
<td><strong>The Four D’s</strong></td>
</tr>
<tr>
<td>- The Power of Change</td>
<td>- Do, Dump, Delay, and Delegate</td>
</tr>
<tr>
<td>- Case Study: Another Day at the Office</td>
<td>- Do: Working with E-mail Messages</td>
</tr>
<tr>
<td>- Planning Tools</td>
<td>- Dump: Working with Deleted Items</td>
</tr>
<tr>
<td>- Using Outlook’s Viewing Tools</td>
<td>- Delay: Setting up Your Outlook Task List</td>
</tr>
</tbody>
</table>

### Effective Time Management Using Outlook 2013 Training

<table>
<thead>
<tr>
<th>Course - Lesson 2</th>
<th>Course - Lesson 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Setting Up Outlook</strong></td>
<td><strong>Finding What You Need</strong></td>
</tr>
<tr>
<td>- Changing Notification Options</td>
<td>- Organizing Your Workspace</td>
</tr>
<tr>
<td>- Customizing the Quick Access Toolbar</td>
<td>- Sorting Based on File Type</td>
</tr>
<tr>
<td>- Customizing the Outlook Screen</td>
<td>- Sorting with Categories</td>
</tr>
<tr>
<td>- Customizing Your Panes</td>
<td>- Managing Electronic Files</td>
</tr>
</tbody>
</table>

### Web Links:

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[Other Logos]