

TMI education programmes involve and develop people - and they all take a practical approach. All programmes are based on the challenges of day-to-day life and offer specific, down-to-earth suggestions for solutions. TMI's experience and competence in inspiring people and in turning theory into practical action has been built up through many years of co-operation with a vast number of large and small organisations. All programmes are conducted by experienced TMI consultants.



Time Manager® for MS-Outlook

Programme contents:

- How to make better use of your time
- How to set priorities for your tasks
- How to tell the difference between what is essential and less essential
- How to build a bridge between actions and goals
- How to reach your goals
- How to co-ordinate own goals with organisational goals
- How to use the task, planning and e-mail sections in Outlook to manage your daily tasks.

Learn to use the well-known Time Manager principles in MS Outlook and make your pc into a unique results tool. The programme is focused on valuable techniques to manage your time, tasks, activities and information.

The programme is for users of MS Outlook or a similar electronic planning program. You use the program for e-mail and planning of appointments, but would like to use it better without becoming an IT expert.

We do not focus on technology. But we will help you to manage your time and your tasks. Your programme day will vary between inspiration and practical guidance with examples.

Who should attend?

This programme is for you if you:

- have busy working days without actually achieving what you had planned
- are often controlled by incoming e-mails
- feel that you lack control and overview of your tasks
- find it difficult to tell the difference between what is important and what is just urgent
- work hard but feel that you could be more effective
- feel stressed and overworked
- want to get more out of your time, at home and at work

Benefits for you and your organisation

You will learn to:

- be more in control of your time - and your life
- set priorities and achieve overview of your tasks
- do the right things and achieve results
- become more effective and results-orientated
- use the Time Manager principles in MS Outlook to achieve your own and your organisation's goals.

Approach

The Time Manager principles are explained in a clear and readily understandable way. You will also learn how to use them in practice with Outlook and how to combine the Time Manager system with the features of Outlook. Not least, you will learn to develop a system that suits you and which will increase your productivity quite substantially.

Duration

2 days



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