



# Time For Results: Time Management and Microsoft Outlook 2007 Training for Bottom Line Benefits

**Time For Results** is a revolutionary new product that infuses time management principles into the technology tool of Microsoft Outlook, bringing increased productivity which means more dollars at your discretion for organizational needs.



In a recent **Time For Results** program, an engineer was ecstatic that the techniques taught would save him at least 4 hours a week. Another attendee, a president of a large contracting firm and an avid Blackberry and Outlook user, stated that the **Time For Results** program would save him 3-5 hours a week as well. He wanted everyone in his company to have the training.

With the **Time For Results** program, everyone can find more time. Compute the benefits: A person who is paid **\$55,000.00** a year plus benefits, makes about **\$37.00 an hour**. If that person gains just **4 hours** a week, as people who have gone through the program testify, that person has given the company a gift of **\$148.00** worth of more productivity per week. That is a gift of **\$592.00** per month and **\$7,104** per year.

By training just **12 people** from your organization in the **Time For Results** program, you have a potential productivity gain of **\$85,248.00**. Would your bottom line like that kind of productivity gain from just 12 people?

Recent studies have indicated that if workers could reduce wasted time by just five minutes every hour, productivity would jump 8.3 percent. If an employee wants to be more productive, **Time For Results** is the right program to purchase.

Learners are introduced to advanced features in Microsoft Outlook and to a **disciplined process of work flow** as tasks come into the Inbox from managers, co-workers, and clients, dramatically improving the productivity of the teams. **Key discussion points of this program include:**

- **Reducing the deluge of e-mail**
- **Understanding the interconnectivity of Outlook folders**
- **Streamlining how teams work together for the competitive advantage**
- **Using technology to take control of personal time**

The **Time For Results** program is available as a live presentation and can be licensed by your organization. Also available for reinforcement is a streaming video program. For a live demo, go to [www.TimeForResults.com](http://www.TimeForResults.com).

"I thought I was a power user of Outlook, but I'm going to have to take two days off work just to implement everything this program taught me."  
~ **Bill Bentley**, Value-Train

Since the training I have been using my calendar even for personal items which is helping me have a broader perspective of my entire life in relation to my work life. ~ **Heidi Schlansker**, New South Construction

"Excellent. I use the time saving features every day."  
~ **Dan Wheeland**, National Institutes of Health

The training was very helpful. I especially appreciated the time management tips. I think we could have spent both days on just that. ~ **April Castro**, Westminster Schools

"From the principles and procedures of this program, I save 4 hours each week, making my work time more effective." ~ **Ed Louie**, Motorola

"I really appreciated this program. I am using the tricks you presented every day. They have saved me a couple of hours per week." ~ **Don Rasmussen**, Nortel Networks

## *Microsoft Outlook 2007 Training Modules*

### **1. Click and Drag Techniques**

You'll be in "shock and awe" when you go through this introductory module that includes:

- Essential Time Management Principles (**TMPs**)
- **Click and drag techniques between folders** to make you more effective and efficient
- Instruction on innovative ways to use **signatures** to save you tons of time

### **2. E-Mail Survival Kit**

Get rescued from the avalanche of e-mail while learning to produce real results when **processing your Inbox**. You'll learn techniques for **organizing e-mail entering** your Inbox, get ideas on how to effectively use a variety of **Inbox views** and learn how to:

- **Clear your Inbox** every day
- Handle **work assigned to** you via e-mail
- Use **reminders** effectively
- Use **categories**
- Organize and **search** for e-mails you need to keep

### **4. Writing Better E-mail for Organizational Success**

Before you push that send button, learn everything you need to know about e-mail etiquette in this module. Because the tips and techniques are so pertinent to managing your daily workload, you'll want everyone in your organization to learn them. Have your entire team implement these ideas and e-mail overload will be significantly reduced. Instruction includes **when NOT to use e-mail** in addition to how to:

- Control the **length** of your e-mail
- Write **succinct and descriptive subject lines**
- Control **emotion** in e-mail

### **5. Planning and Prioritizing Principles**

If you like the natural "rush" of checking things off or if you keep lists of lists, this is the session for you! You'll discover the laws of planning and prioritizing and how the related options in Microsoft Outlook can keep you on top of all tasks and projects. We'll evaluate tasks from a variety of viewing points including:

- Value to **professional objectives** and organizational needs
- **Urgency** and meeting deadlines
- **Long-term vs. short term** needs

### **6. Prioritizing Principles taken into Microsoft Outlook**

Take advantage of digital prioritizing – just like going to your closet and picking the correct shirt or blouse for your suit, you can go to a variety of features in Microsoft Outlook and pick prioritizing techniques for your personality and job type. You'll learn 4 prioritizing techniques and get tips for:

- **Customizing the Tasks Folder**
- Using the **Advanced Task Dialog Box**
- Working from a variety of **Task views** and making **Task subfolders**
- Making the **To-Do Bar, Tasks, and Reminders** work for you, not confuse you

## ***7. Pacing Your Day with the Calendar***

You have probably learned as an organization how to use the Calendar Folder to pick meeting times, but you may not be familiar with how the Calendar can help you pace your daily productivity. You'll learn this and more as you explore how to:

- **Plan** and **focus** to get more done in less time
- Implement crucial principles for working **"in the Zone"**
- **Connect** the Calendar with project and goal deadlines
- **Infuse life-balance** and healthy life-style concepts into your calendar

## ***8. Working Together for High Effectiveness***

There are phenomenally simple ways to work together more efficiently using Microsoft Outlook features. In this module we'll refresh your memory on how to make **distribution lists** then we'll delve into:

- Tracking work by your employees through the **Assign Tasks** feature
- Using **Voting Buttons**

## ***9. New Paradigms for Working from Contacts***

If you've ever been puzzled by how to keep all of the information you need for an individual in one place, let Microsoft Outlook help you. You'll learn how to keep track of information on vendors, suppliers, clients, sales contacts, employees and anyone else that needs a paper trail. You'll learn the strong points of using different views and how to:

- **Manipulate contact records** to show important data
- Use **Categories**
- **Record details** so nothing slips through the cracks

*"Look at a day when you are supremely satisfied at the end.  
It's not a day when you lounge around doing nothing;  
it's when you've had everything to do,  
and you've done it."  
~Margaret Thatcher*