

# Organising and Prioritising with Outlook

Being productive is a blend of good time management practices and using technology to support your day-to-day activities. This virtual course will help students to get up and running with Office 365, and to take control of their schedules and correspondence through setting priorities, recognising obstacles, and handling interruptions with Outlook's tools and features.

## Snapshot

Duration: 90 minute

## Learning Outcomes

At the end of this program you will be able to:

- Folder Structures for quick email processing
- Views to highlight, find emails, and save time
- Using Categories and flags efficiently
- Optimising your calendar schedule
- Prioritise your tasks