

Streamline Your Day: Time Management Meets Outlook Webinar Handout

Eisenhower Matrix

- Use the Eisenhower Matrix when prioritizing your personal and professional tasks into one of the four quadrants.
- Urgent vs. Important
 - Urgent tasks require your immediate attention
 - Important tasks help you achieve your long-term goals



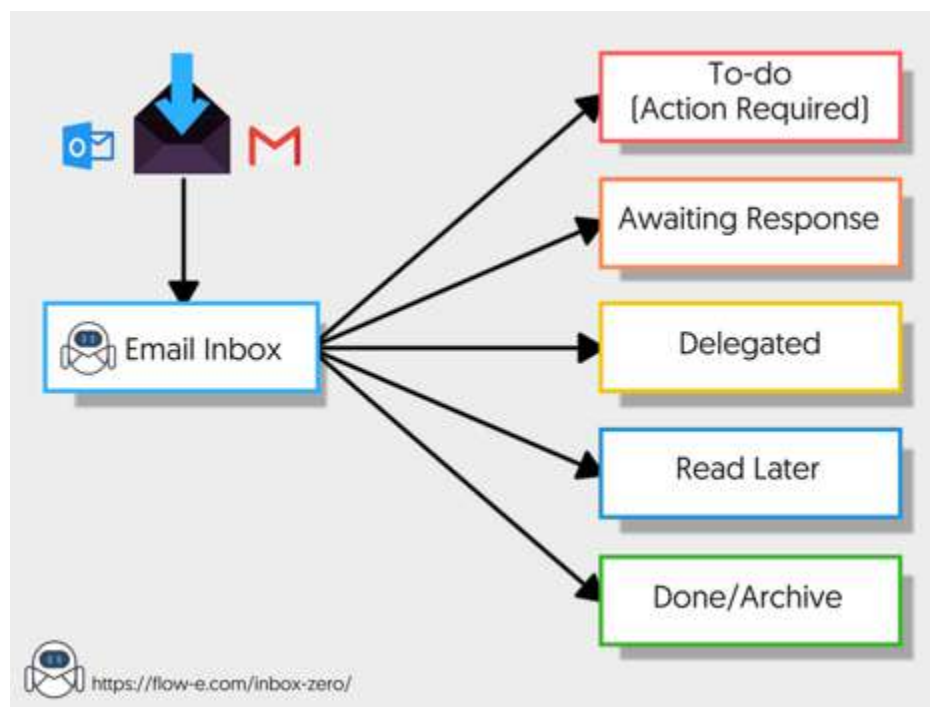
Time Management Tips

- Avoid multitasking on too many tasks at once – stick to one task at a time and, once finished, move on to the next task.
- Identify the times throughout the day when your focus and energy levels are high (and when they are low!) and schedule your more challenging tasks during your peak energy times.
- Try out the Pomodoro Technique – set a timer for 25 minutes and take a 5-minute break after!

- This technique helps you focus on the task at hand and feel comforted that a break is coming up shortly!

Time Management Tips for Microsoft Outlook

- Schedule specific times throughout the day to check your email.
 - Action your emails during your scheduled time – create folders to categorize your emails!
- If an email task can be completed within minutes – do it right away.
- Turn off your notifications – avoid interruptions that can pull your focus from the task at hand.



Catch the webinar replay [here](#). Ready for the next step? We offer Time Management and Outlook training, available for both public and private training.

- Learn more about time management and Outlook email environment setup and scheduling with [Become Great with Time Management Skills and Microsoft Outlook Tools](#)
- Learn more about time management in your day-to-day tasks and professional interactions with [Take the Stress Out with Great Time Management](#)
- Learn more about how to use Outlook with our technical Outlook courses: [Microsoft Outlook Level 1 \(Basic\)](#) and [Microsoft Outlook Level 2 \(Advanced\)](#)