

## **Time Management in practice with MS Outlook**

*If you don't pay appropriate attention to what has your attention, it will take more of your attention than it deserves. ~David Allen*

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### **Content**

Do you

- Receive more emails than you can answer?
- Feel like you are juggling multiple projects and tasks, more than can you can handle at the same time?
- Miss clarity on the things you have to get done or those you delegated to others?
- Feel your inbox is managing you rather than you managing your inbox?

Grow Your Future Effectiveness, with MS Outlook™, is a time management training put in practice. The training gives you a comprehensive system for managing your time, attention, and energy organized in a weekly routine. This training is more than a 'how to', it starts with putting the effectiveness tips into practice, by implementing them directly into your MS Outlook™ workspace. The training will show you how to eliminate distracters that consume your energy, waste your time, and prevent you from being productive. You will learn how to master your workload using the technology available to you at your fingertips.

In this course the principles of Stephen Covey and David Allen are put in practice via MS Outlook™. You will implement a personal workload management system in your daily work:

- Focus on transforming your daily and weekly work processes by showing practical implementation of a whole work system in MS Outlook™ (2003 & 2007 & 2010).
- Get to zero e-mails in your Inbox every day.
- Organize the commitments you have for action, including projects, tasks, and follow-ups.
- Track items that have been tasked to others.
- Provide you with expert IT tricks to handle your inbox and calendar in MS Outlook™

### **Target group**

Postdoctoral researchers of the University of Antwerp

### **Time schedule & venue**

15 June 2021: 09h-17h, online

A few days before the training, you will receive a small knowledge screener to assess your level.

### **Coach**

[Robin Lefebvre](#), coach and business manager of the training company Grow to excel. His credo is "Excellent leaders are grown not born".

### **Registration procedure**

You can register online by clicking [this link](#), with approval of your supervisor (registration deadline: 8 June 2021).

We look forward to your participation!

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