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RANDY DEAN’S

Optimizing Your Outlook

Key Techniques for Getting More from your MS Outlook*

* Outlook is a registered trademark of the Microsoft Corporation.

Outlook is an amazing – albeit sometimes complex – software tool for not just e-mail & calendar, but for possibly even managing your work AND life. Use these strategies and techniques to get much more from your MS Outlook and start using it the way it was originally intended to be used.

Technique #1: How can you integrate your key projects into your task list? How do you handle “recurring tasks”?

Technique #2: What is the best way to handle “Fred”? Where do you track “who owes you what”? (*Remember the “Assign Task” option!*)

Technique #3: What are two very valuable tools in the calendar? (Think “no more missed anniversaries or meetings!”)

Technique #4: What are some useful Notes to help “clear the junk” out of your head?

- 1.
- 2.
- 3.

Technique #5: How can you leverage your Contacts/Address book for better relationships?

Use the BEST 3-5 ideas from this session and watch your Outlook productivity jump!



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