

Outlook & E-mail Quick Tips & Tricks

*By American Bus Presenter
Randall “Randy” Dean, MBA*



©Randall Dean Consulting & Training, LLC

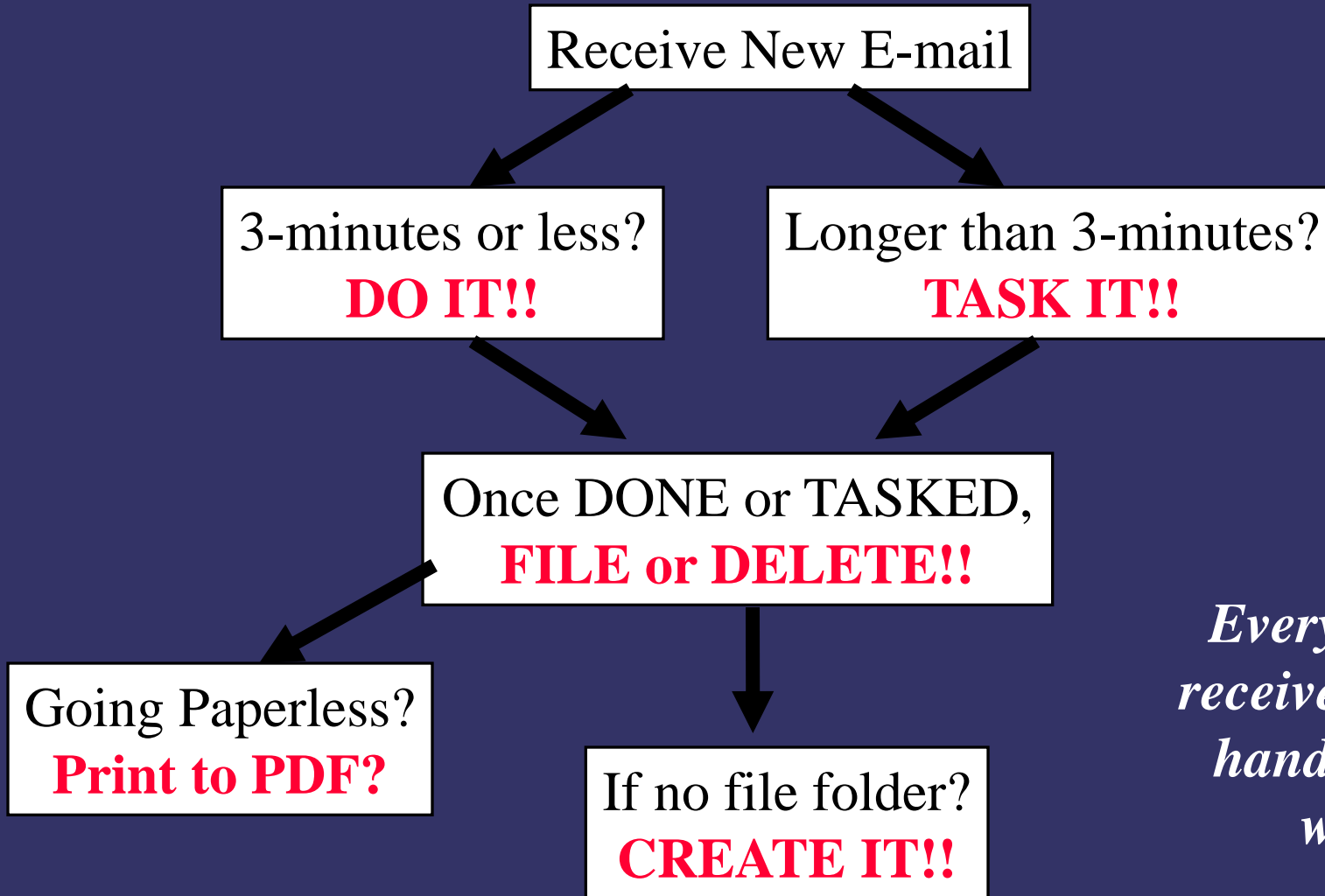
Key Strategy #1: **THE CLUTTER BUSTER!!!** **The Three-Minute, One-Touch Rule**

- Every piece of information (*paper, fax, e-mail, v-mail, etc.*) you get you should touch one time.
- If you can take care of this task (accomplish, reply, file, read, forward, delete, toss, etc.) *in three minutes or less*, DO IT RIGHT NOW!!!
- If not, print or “task” for prioritization
- Then, file appropriately to be accomplished in order of priority or urgency (you decide)

A Great Outlook Tip for “Tasking” Your E-mails

- Use “Drag and Drop” to create a new task
- Works also for:
 - New Calendar Entries
 - Creating a New Contact
 - Creating a New Memo/Note
- Can also drag and drop from these other functions to e-mail and each other

“Taming E-mail” Decision Tree



Every e-mail received can be handled this way!

Key Strategy #2: A Great Way to Make More E-mails “3-Minute” E-mails

- Use your “Signature” capability for any message you are likely to send again
- Not just for your little personal “info” blurb for the end of your messages
- Note the use of links instead of attachments

Who Owes You What???

Waiting On's . . .



- *Anything owed to you by anybody . . .*
- Money? Tax refund?
- Books/CD's loaned to friends/relatives
- Phone call's/faxes/e-mails with info you are waiting on.
- Takes advantage of human nature
- Remember – due date is actually the BUG date



A Couple Quick Calendar Tips (Including One for “The Guys”)

- Ever forgot a birthday? Or anniversary?
- NEVER do it again via “Recurrences” & “Alarms”
- Use the same strategy for meetings and appointments
- Can also use “File – Insert” to save needed files for meetings/events on the actual meeting/event record!

Bonus Tip #4: Google Does Most of This Too!



- You don't necessarily have to use Outlook any more
- Google has built a suite of web apps that basically do the same thing
- Works great with the Chrome browser
- And on ANY platform/device w/ internet

Randall Dean Programs at American Bus in January:

- *Optimizing Your Outlook:* Time Management Strategies for Busy Outlook Users (Including E-mail Strategies!)
- SmartPhone Success: Getting More Personal and Professional Productivity from Your SmartPhone
- Time Management in “The Cloud”: Using Google Apps for Time, Life, Work, & Project Management

We're Done!!!



Randy Dean, MBA
is professionally represented by:

Andrea Gold at Gold Stars Speakers
Tucson, AZ

andrea@goldstars.com
<http://www.goldstars.com>