



## INCREASE PRODUCTIVITY

### MANAGE YOUR INBOX THROUGH THE SMART USE OF MICROSOFT® OUTLOOK®

Do you sometimes feel overwhelmed and distracted by your email and computer pop-ups? Imagine you could use this technology to block distractions and increase your productivity by using Microsoft® Outlook®.

#### How does this work?

Concentrating on your most important priorities is an essential part of your individual success. However, if your daily efforts do not match your most important priorities, you will not be able to complete the day with satisfaction or fulfillment either at work or privately.

In our FranklinCovey LiveClicks™ webinar workshop "Fundamentals of Time Management with Microsoft® Outlook®" - based on the "5 Choices to Extraordinary Productivity™" - we show you how to prioritize your tasks, messages and meetings so that you can focus on the things that are most important to your organization and yourself instead of "living in your inbox".

#### Your benefits:

- You will learn how to focus on the important issues.
- You don't just understand e-mails as a bundle of messages.
- You will use Outlook as your productivity engine and not just as an inbox.

#### About the course:

Just as in our classroom workshops, we offer you the opportunity to engage with your mindset, from a new perspective through interactive discussions, practical exercises and experiences. In addition, you will learn how to approach change in a concrete way with new methods of thinking. Each participant will receive a toolkit to deepen the learned content during and after the workshop. The webinar covers Microsoft® Outlook® versions 2007, 2010, 2013 and 2016.

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