

# Effective Time Management With Microsoft Outlook 2007

Get more results in less time.

A concise guide to make Outlook serve you & not the other way around

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[www.PracticeThis.com](http://www.PracticeThis.com)

# Time

- ... is the scarcest resource.
- “If I’d only have more time I’d...”
- “I do not have time for that.”
- “Where do you get time to do all that?!”
- “I am so uptight, no time to breath...”
- “What’s next?”

# The Goal

- 40 hour work week
- Achieve significant results in major life projects
  - Lose weight
  - Complete projects on time (better off in less time)
  - Travel the world twice a year
  - Be a good parent

# Solution – Create Time

- Simple principle – Drive, Do not Be Driven:
  - Identify ***stuff that matters***, your life projects
  - ***Carve time*** for it proactively (time boxing)
  - ***Execute*** against the ***plan***
  - Use the ***right tools*** the ***right way***
- MS Outlook 2007 is a tool to help you creating time
  - Caveat: It can be the biggest time waster too...

# Inspired by Kaizen and 5S

- [Kaizen](#):
  - ***Kaizen*** ([改善](#), [Japanese](#) for "improvement") is a Japanese philosophy that focuses on continuous improvement throughout all aspects of life.
- [5S \(methodology\)](#)
  - **5S** is a philosophy and a way of organizing and managing the workspace and work flow with the intent to improve efficiency by eliminating [waste](#), improving [flow](#) and reducing process [unevenness](#).

# 5 Strategies of Kaizen

- Seiri (整理) Sorting
- Seiton (整頓) Straighten
- Seisō (清掃) Cleanliness
- Seiketsu (清潔) Standardizing
- Shitsuke (躰) Sustaining



by [ReneS](#)

Keeping only essential items.

# SEIRI (整理) SORTING

[www.PracticeThis.com](http://www.PracticeThis.com)



by [John-Morgan](#)

Arrange the tools, equipment and parts in a manner that promotes work flow.

## **SEITON (整頓) STRAIGHTEN**

[www.PracticeThis.com](http://www.PracticeThis.com)



by [TheBusyBrain](#)

Systematic Cleaning.

# SEISŌ (清掃) - CLEANLINESS

[www.PracticeThis.com](http://www.PracticeThis.com)



by [RBerteig](#)

Standardized work practices.

# SEIKETSU (清潔) STANDARDIZING

[www.PracticeThis.com](http://www.PracticeThis.com)



by [valeblos](#)

Maintaining and reviewing standards.

# SHITSUKE (躰) SUSTAINING

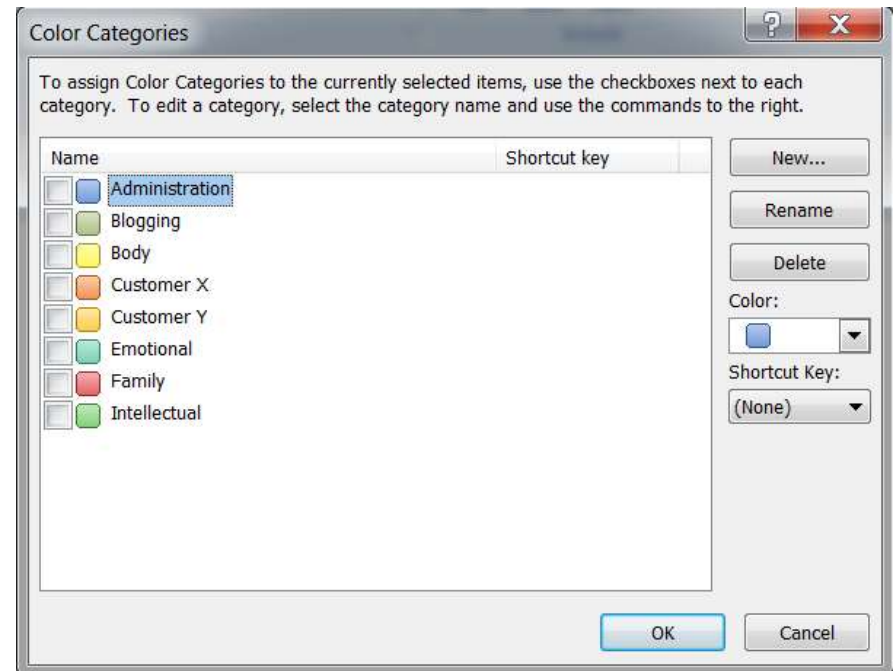
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# Does it work?

- It works for Toyota
  - [Planet kaizen](#)
- It works for me
  - Must take my word for granted ;)

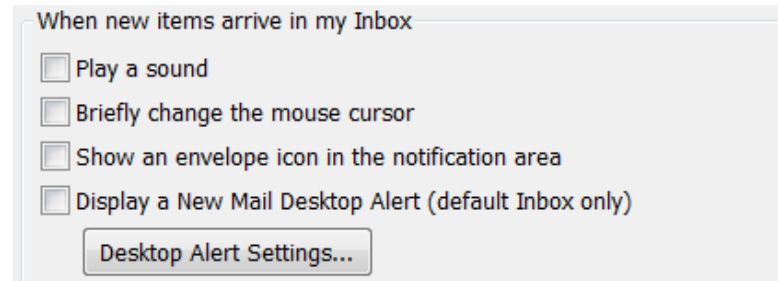
# Set Outlook Categories

- Outlook's categories reflect on your life projects that you want to succeed (stuff that matters)
- Examples of life projects:
  - Family
  - Customer x
  - Customer y
  - Body
  - Intellectual
  - Emotional
  - Blogging
  - Administration



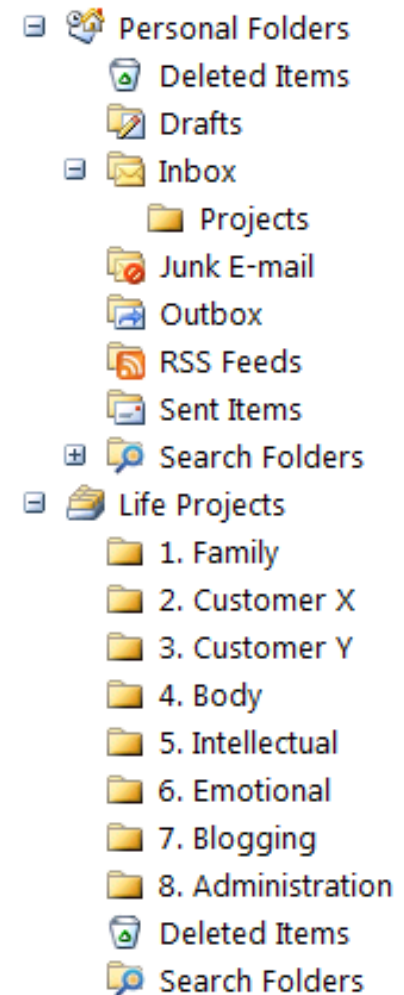
# Disable Email Notifications

- Reduce distractions – remove all email notifications:
  - No sounds
  - No blinking cursors
  - No annoying popup's
  - No icon tray notifications
- Check emails proactively, not reactively.
- Reduce context switching



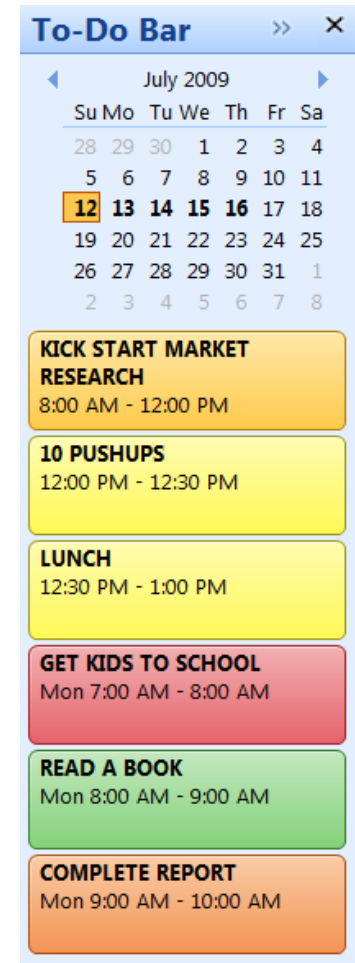
# Create Folders

- Create “Projects” Folder underneath Inbox
  - Should be in your OST file to make sure there is a backup
- Create a folder for each life project
  - Should be in PST as it will grow limitlessly



# Configure Outlook's To-Do sidebar

- Leave Calendar
  - Your Month/Week quick view
- Leave Appointments
  - Your “What’s next” quick view
- Get rid of Task List
  - Never use Outlook Tasks to manage your tasks
  - Never use flags or any other reminders neither. Drive, don’t be driven.



# Configure Alternative Calendar

- Main calendar is for planning
  - Appointments you create
  - Appointments you are invited to
- Alternative calendar reflects where you actually invested your time
  - Just drag and adjust completed items from main calendar



- Review your time investment and adjust further planning

# Configure Vista/Windows 7 Sidebar

- Vista sidebar is always on top
  - Windows 7 is not – copy the bits from Vista
- No matter what you do:
  - You know quickly what's next
  - You know what time it is (lunch)
  - You have quick week/month view (paycheck)



# Identify Your Annual Time Budget

- You have 2080 workable hours
  - 52 weeks \* 40 hours each
- You will be on leave for 45 days
  - Sick (5 days)
  - Child care (7 days)
  - Public holidays (15 days)
  - Community service (5 days)
  - Other (3 days)
- In fact there are “only” 1800 workable hours

# Identify Your Monthly Time Budget

- Spread your annual time budget among the months
- Consider holidays and other non-workable days
- 30 minutes investment annually

Month	Weeks	Hours	Available	Leave hours
July	4	160	152	8
August	4	160	120	40
September	5	200	160	40
October	4	160	104	56
November	4	160	152	8
December	5	200	192	8
January	4	160	144	16
February	4	160	144	16
March	5	200	184	16
April	4	160	120	40
May	4	160	136	24
June	5	200	192	8
<b>TOTAL</b>		<b>2080</b>	<b>1800</b>	<b>280</b>

# Identify Your Weekly Time Budget

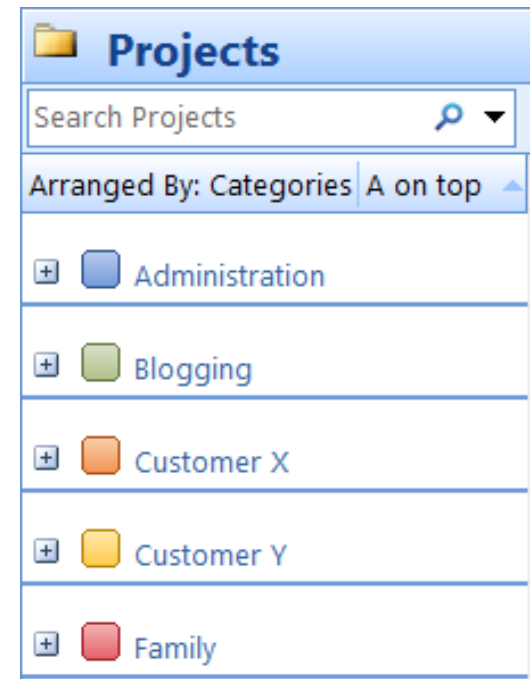
- Monthly available hours divided by # of weeks

Month	Weeks	Hours	Available	Leave hours
July	4	160	152	8
August	4	160	120	40
September	5	200	160	40
October	4	160	104	56
November	4	160	120	40

- Example for July:  $38 + 38 + 38 + 38$
- Adjust it to fit the month's planned holidays , leave, etc
- Try to start the month stronger to keep a reserve for the end:  $39 + 39 + 39 + 35$
- 15 minutes investment monthly

# Identify Your Daily Time Budget

- Look at your life projects
- Block time in your calendar accordingly week ahead
  - See next slide
- Review – make sure it is covered by the weekly time budget, adjust
- 10 minutes investment weekly

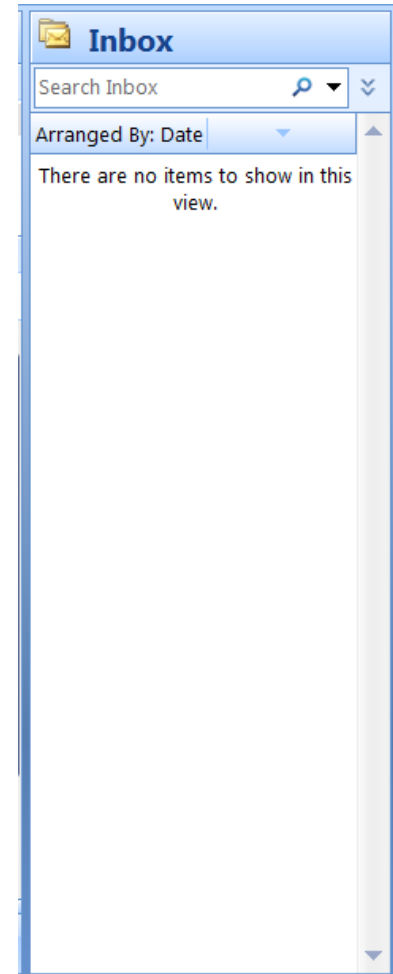


# Identify Your Daily Time Budget (cont.)

	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu
7 am	GET KIDS TO SCHOOL	GET KIDS TO SCHOOL	GET KIDS TO SCHOOL	GET KIDS TO SCHOOL	GET KIDS TO SCHOOL
8 <sup>00</sup>	KICK START MARKET RESEARCH	READ A BOOK	READ A BOOK	READ A BOOK	READ A BOOK
9 <sup>00</sup>		COMPLETE REPORT	COMPLETE REPORT	COMPLETE MARKET RESEARCH	COMPLETE REPORT
10 <sup>00</sup>		CONF CALL			
11 <sup>00</sup>		WATCH YOUTUBE			
12 pm	10 PUSHUPS	10 PUSHUPS	10 PUSHUPS	10 PUSHUPS	10 PUSHUPS
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

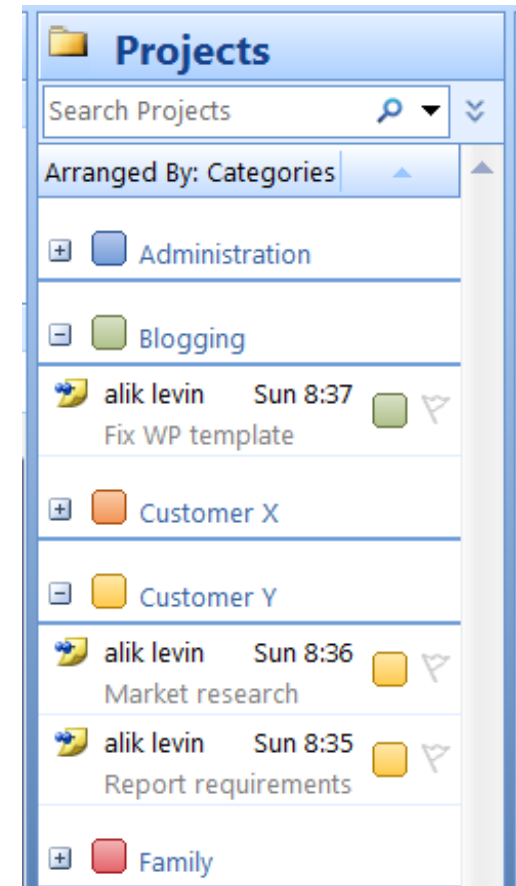
# Outlook Inbox – Single Point Of Control

- Incoming tasks:
  - Emails (from customers, manager, colleagues, etc.)
  - Self emails (when replying, put yourself in CC, serves as follow up)
  - Self posts (Ctrl+Shift+S), it serves as a self task assignments
- Zero items policy



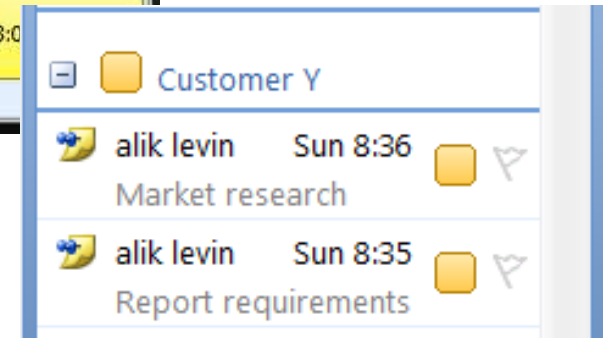
# Keep Your Inbox Clean

- 4 Rules to keep your Inbox clean
  - **Spam** goes to trash (Shift+Delete)
  - Knowledge items move to your **KB** folders (Ctrl+Shift+V)
  - **Action items** get categorized and moved to Projects Folder
  - **Quick asks** get immediate quick response and get deleted.
- Items in your Inbox mean that there is something **unplanned**
- Scan emails **very quick** – never read it in depth
- Move it from the Inbox according to the 4 rules above



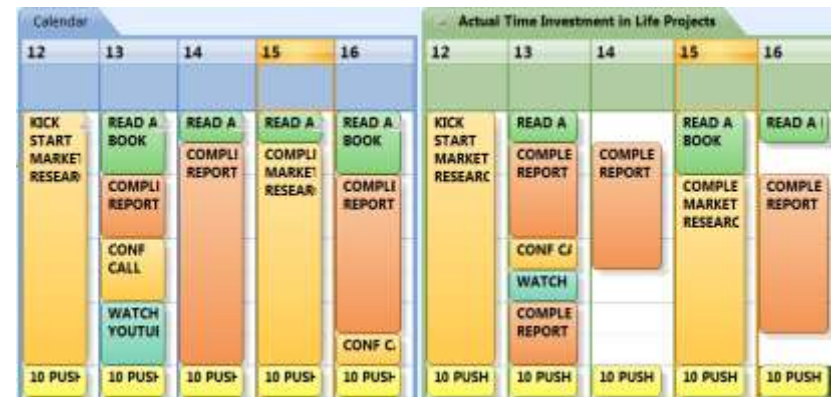
# Daily Ritual

1. Good morning!
2. Look at Vista/Win7 sidebar or Outlook To-Do list – who's next?
3. Pick prioritized action items from the Project folder
4. Execute, return to 2 when time is up
5. Drag and adjust actual time investment from the calendar to alternative calendar



# Weekly Review

- Are you on your weekly Time budget?
- Adjust your next week's Time Budget based on you actual execution
- Sum up all you time investments
- 10 minutes investment



# Monthly Review

- Are you on your monthly Time Budget?
- Review and adjust for the next month

Month	Weeks	Hours	Available	Actual	Leave hours
July	4	160	152	146	8
August	4	160	120	133	40
September	5	200	160		40
October	4	160	104		56
November	4	160			
December					

# Sample Walkthrough

- Configuring Outlook for effective time management
- Task processing
- Adjusting Time Budget – daily, weekly, monthly.
- [More walkthroughs...](#)