Becoming A Great Time-Manager With Outlook

An Outlook made to be a feature helping you in the field of time management. If you own a business, or you are a remote worker or a freelancer, you need to be able to properly manage your time. An Outlook can become the reliable companion helping you to organize your time, but you can use it with full efficiency only if you are the manager of your own time. So, let's talk about the simple rule that might help you in some organization questions.

Forget About Message Reminders

The two-minute rule is useful for the emails, notifications and all other distracting factors. To increase your productivity, turn off all the notifications during the working day. You can leave the reminders in case you have many tasks to do and not to forget during your usual working day. But consider that the new photo of your friend on Facebook is not the most important thing you should check during the working day. The same is true about some emails containing non-emergency tasks. Even is the email contains some words like urgent, immediate, it doesn't mean you should drop everything else to solve the problem of the sender. The reason is simple: you have a mobile phone available in case of real emergencies. Or the personal meetings. Emails can wait.

Also, checking emails is a very tricky thing. Check an email and answer it during 10 minutes. But then open up an Instagram or Reddit and check the updates for two hours because why not. And it's really hard to fight this computer procrastination, even if you really love your job and have a lot of things to do. So, to avoid this, you might schedule some time during which you will check some emails, answer it and forget about it. The perfect time for this is the morning after you just woke up. During your breakfast, you can answer the emails and then forget about it for the whole day.

Track Your Time

Also, it is essential to track your time and give yourself a break after every 45 minutes. This will freshen up your mind and keep you running the long distance. Well, if you work on your own this seems very simple to implement. But many self-employed people find it hard to organize their own day. All people are lazy, yes, me too as well as you. Thus, we need to use our tiny helpers like smartphones, timers, and applications. Only the proper organization will help you to live your life efficiently. Ok, now let's switch to how an Outlook can help us on a daily basis.

Some Features Of An Outlook You Should Know About

An Outlook has numerous features when it comes to the proper time management. For example, set an automatic creation of to-do lists. This can be made easily, by setting up an automatic rule. You can find this option in the Outlook settings and then set it up.

The second important thing for the project managers is that you can organize your calendar and make it available to anyone from your project. You can share all the data you'd like to share thus breaking the boundaries of the corporative hierarchy. Seems to be very convenient in case you need to speed up the working process, huh?

Also, the set of rules possible to set up automatically opens up the new horizons. For example, the emails can be grouped automatically according to the sender, topic or contents. With this feature, you will be free from grouping your messages on your own.

For people who really need logging, an Outlook journal is available, It creates and keeps the records belonging to the particular contacts automatically. It tracks some emails, sent files, and messages, creates notifications. You can search all the information you need anytime.

Conclusion

The really good thing is that all the features are totally free and built-in the basic completion of an Outlook. You don't need to install any additional features and applications to keep on track. Using some features like akrutosync you can synchronize all your emails and features as well.

About an author

Tim Mendels, works as a customer support representative in Akruto for 5 years, and he really needs to organize his day. He deals with the endless client's claims and questions successfully, because he is a skillful time-manager with the smartphone. Organize yourself like Tim does!