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Time Management

Most of this issue is devoted to managing your time. Technology gives us useful ways to manage our time if we allow it, but it can mean we waste time if we are not careful.

Ways in which JMD Training can help you manage time more effectively include:

- Custom training delivered at your site so that only people from your organisation attend
- Using your files in training sessions so that the training is completely relevant and productivity rapidly increases
- Help with setting up templates, etc
- [Microsoft Office upgrade workshops, training and floorwalking](#), so personnel are not wasting time looking for where things are in the new version.

Time Management using Outlook

We are all bombarded by emails and if we are not careful, they can easily distract us.

Unless your job role requires immediate response to emails, it is good practice to check and work through them at specific times of the day. After reading an email, bin it if not appropriate, reply to it if urgent or will not take long, forward to someone who is more

qualified to reply, or **flag** it to return to later. If you flag an email, it will appear on your To-Do list.

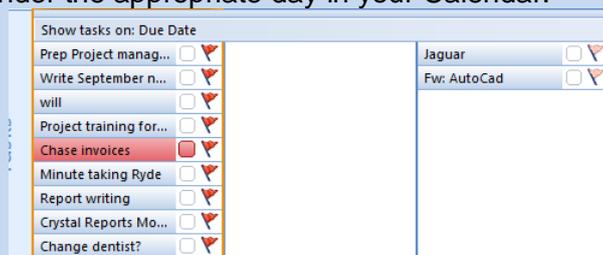
Flagging emails for followup

1. Select the email in the **Inbox** and right-click in the **Flag** column. A list of possible follow-up flags will be displayed.



2. Decide when you need to follow-up the email and click on the relevant flag. The email will now display a flag and the subject of the email will be shown under the relevant date on your **To-Do Bar**.

If you are working in **Week view** in your Calendar, you will also see these flagged emails, now tasks, under the appropriate day in your Calendar.



If you double-click on a task, it will open up the email itself, so you don't need to go searching the Inbox or other folders for it.

If you need to set aside time to deal with a particular flagged email, or any other task, you can do so by dragging the task to an appropriate slot on your calendar. This is good time management practice as you have then got a time slot apportioned to do the work. Again, if you double-click on the calendar item, you will see the underlying email. You can also flag emails that you send out for followup on a specific date to remind yourself to get back to the person to whom you sent the email.

If you no longer need to keep the email, you can instead move it into our Task folder as an attachment. To do so, right-click on the email in the Inbox, click **Move to Folder**. The **Move Items** dialog box will be displayed. Click **Tasks** and click **OK**. The **Task** dialog box for this new task will open with the email as an attachment. Double-clicking on the attachment will open the original email, but it will no longer be in your Inbox. Type in any additional information such as the date by which the task needs to be completed and click **Save and Close**. The task will be shown on your **To-Do Bar** and at the bottom of your weekly **Calendar view** as well as in your Task folder.

To combine several related emails into one task, select the related emails by holding down the **Ctrl** key while clicking on them in the Inbox, then right-click and click **Move to Folder**. Follow the rest of the instructions above.

Turning off email notifications

If you are busy concentrating in writing a report, a proposal, etc, you need to concentrate on the task, not constantly be distracted by an email notification symbol becoming visible

at the bottom right of the screen. Believe it or not, most emails do not need an instant reply – if we are in meetings, we can usually manage to ignore our emails, so why not when we're busy on a vital piece of work?

Why not turn off your Outlook notifications?

If using Microsoft Outlook 2007 or earlier versions:

1. Click **Tools – Options**. The **Options** dialog box will be displayed.
2. On the **Preferences** tab, click **Email Options**, then click **Advanced Email Options**. The **Advanced Email Options** dialog box will be displayed.
3. In the **When new items arrive in my Inbox** section, remove the ticks from **Play a sound**, **Briefly change the mouse cursor**, **Show an envelope icon in the notification area** and **Display a New Mail Desktop Alert (default Inbox only)**. Click **OK** three times.

If using Microsoft Outlook 2010 or Microsoft Outlook 2013:

1. Click **File – Options**. The **Outlook Options** dialog box will be displayed.
2. On the left hand side, click **Mail**.
3. Scroll down to the **Message arrival** section.
4. From the **When new messages arrive** section, remove the ticks from **Play a sound**, **Briefly change the mouse pointer**, **Show an envelope icon in the Taskbar** and **Display a Desktop Alert**.
5. Click **OK**.

You can now get on with your work without being distracted by new emails coming in. Checking every two hours should be fine, unless you are really expecting something important.

To learn more about our Time management training, please visit

<http://www.jmdtraining.co.uk/personal-development-training/time-management-training>.

To learn more out our Microsoft Outlook training, please visit

<http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-outlook-training>.

Next month, we will look at creating Outlook templates.



Was Benjamin Franklin the first master of time management?

Perhaps he was the first 'modern' master. His 1791 autobiography described his system of 'Order'. He tracked each day's activities. From 5am to 8am, he would: 'rise, wash, and address Powerful Goodness! Contrive day's business, and take the resolute of the day; prosecute the present study, and breakfast.' Evening would include 'supper, music or diversion or 'conversatio' followed by 'examination of the day'.

But similar routines probably existed long before master Ben. In 450 BC an enterprising Greek called Antiphon wrote: 'When I was appointed, I discharged my office as efficiently and as scrupulously as I was able. I began by fitting out a training-room in the most suitable part of my house. Next, I recruited the best people I could.'

And you've got to admire Xenophon's take on leadership and time management from 380 BC. 'Within the field of private industry, the person in authority, provided he has unflinching

energy, intense and eager for the work, belongs to those who efficiently use their time and reap the greatest rewards’.

Cato the Elder, a Roman from 120 BC, had a keen eye for efficiency. ‘Calculate the labourers and the time consumed. If the amount of work does not seem satisfactory . . . call the overseer back to your estimate of the work done and the hands employed.’

We’ve collected those sources and more right here:

<http://www.slideshare.net/RonaldDenholm/time-management-in-greece-and-rome>

JMD’s half day [time management](#) workshops are highly interactive and track how well you work, rest and play.

- Plan and prioritise more efficiently
- Overcome procrastination quickly and easily.
- Handle work pressure more effectively.
- Identify IT time management solutions for your work.
- Confidently manage meetings.

At JMD Training and Consultancy, we **tailor** our training **to client needs**, rather than the ‘off the shelf’ courses from other training companies. That is why so many people choose us! Knowing that **training happens on their site**, gives people **confidence the training will be completely relevant** and that they can use their files and ask specific advice.

We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit <http://www.jmdtraining.co.uk>.

Converting from Office 2007 to Office 2013

Many of you may be considering upgrading from Office 2007 to Office 2013 in the next few months. If you would like a free guide on the major changes between these two versions of Microsoft Office and insight into the new features available in Microsoft Office 2013, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.

When upgrading to a different version of a package, it generally helps to get people up-to-speed quickly if you put on a few workshops or have someone with good knowledge of the package do some floorwalking to help people know where things are in the new version.

We offer [Microsoft Office 2010 upgrade workshops and floorwalking](#), [Microsoft Office 2013 upgrade workshops and floorwalking](#) and [Microsoft Office 365 upgrade workshops and floorwalking](#).

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