



# How to Plan and Manage Small Projects using Microsoft Outlook

## Workshop Overview

In today's business environment we need to manage a variety of tasks from simple day-to-day tasks to larger, project type tasks. **Too often we get trapped in managing our day-to-day work** and our **more strategic work can get overlooked** until the project deadline is nearly upon us. Then we are in crisis mode, working long hours to get the job done on time.

**Planning is the key** when it comes to managing small projects and MS Outlook is the perfect tool for the job.

## What you'll learn

- How to distinguish small projects from other project work
- How to use mind mapping as a project planning tool
- The impact of the Urgent/Important Activity Matrix
- How to manage delegations
- How to manage the communication cycle in a small project
- Tools for overcoming procrastination
- How to plan and monitor a small project using MS Outlook

## What the workshop includes

- A resource workbook plus step-by-step instructions for processes introduced in the workshop
- Subscription to Email Smart's Tip of the Week
- 12 months free email support

## How the workshop is delivered

The workshop is delivered in 3 hours as an interactive presentation style workshop.

In-house workshops can be organised for groups of 6 or more people. Public workshops are scheduled on regular basis.

## What others have said

*Very enjoyable and useful course. I can see I will be much better planned and organised in my daily work. Jani is extremely knowledgeable – was able to answer all questions very well and gave some fantastic tips and tricks. Excellent!*

Pamela Levis, IT Manager  
Woodside - Karratha Gas Plant

## What does it cost?

In-house programs:

- \$207.00 + GST per person for the first 10 people
- \$50.00 + GST for additional participants up to a maximum of 20 people

Public Workshops:

- Per person pricing \$227.00 +GST
- Early bird bookings and group discounts are available

## Presenter

Presenter Jani Murphy is the principal of Email Smart and an expert on email management and productive email processes.

## Register

For in-house programs contact Jani on 0438 699 153 or email [jani@emailsmart.com.au](mailto:jani@emailsmart.com.au). Register for public programs online at [www.emailsmart.com.au](http://www.emailsmart.com.au).