



Did you know that most people check their inbox every five minutes, and 85% of all people reply to their emails within two minutes? People are often swayed by their email and their day-to-day hustle and bustle.

We can do much better! Inzicht in orde is strongly convinced that everyone can deal with their time, Outlook, Teams, and other tasks much more smartly, with more peace of mind and without stress. And this can save them hours every day.

Often people:



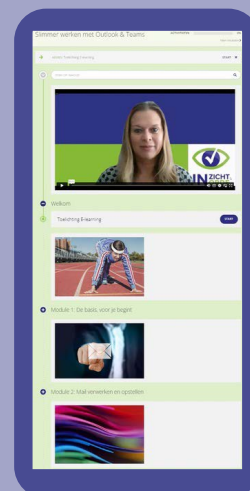
- X Have no grip on their projects, underlying tasks, and delegated tasks
- X Waste too much time on processing their e-mail/Teams messages
- X Have trouble prioritising
- X Don't know and use all of the smart options in Outlook and Teams



With her programmes, Eva Rietbroek, Work Smarter trainer, helps small and medium-sized business owners and their employees, as well as employees of big companies, get back IN CONTROL. For instance through the Work Smarter with Outlook and Teams e-learning.

Work Smarter with Outlook and Teams: an e-learning you can implement immediately

You'll do several online modules with videos and exercises in your own time and at your own pace. The modules are structured in such a way that you can implement all of the tips yourself.





What you learn:

- ✓ Processing email the smart way, how to deal with emails, keeping an eye on matters you delegated
- ✓ Linking emails to tasks and appointments
- ✓ Smart organisation/setup of your inbox/ Teams
- ✓ Using keyboard shortcuts/buttons/quick actions
- ✓ How to send a smart email/message in Teams
- ✓ Keeping on top of sent emails/tasks
- ✓ Working with Outlook tasks, the Outlook task list / Task list in Teams
- ✓ Working with the Outlook calendar
- ✓ Configuring quick steps
- ✓ Creating Outlook templates / Outlook email templates
- ✓ Working with rules in Outlook
- ✓ Creating, organising, and hiding teams (and channels)
- ✓ Turning tasks into messages in Teams
- ✓ Creating tags, using @mentions
- ✓ Smarter meetings in Teams
- ✓ The EEVVAA method to tackle all goals, tasks, and issues in a structured manner
- ✓ And much more



What you get:

Work Smarter with Outlook and Teams e-learning

Access to online environment (one year)

(thirteen modules with over 80 videos, tips, exercises, and flow charts)

- ✓ EEVVAA method
- ✓ Thirteen weeks of emails with exercises
- ✓ €437* (excl. of VAT)
- ✓ Time investment: Thirteen hours

*Prices as per 01-01-2024

Modules:

- ✓ **EEVVAA-method:** The EEVVAA method is a super smart and easy method to achieve goals and solve issues. The videos of the EEVVAA method and the information PDF are included:

Outlook modules

- ✓ **Module 1:** The basics: before you get started
- ✓ **Module 2:** Processing and Writing emails
- ✓ **Module 3:** Organising your Inbox
- ✓ **Module 4:** Smart and Fast
- ✓ **Module 5:** Calendar
- ✓ **Module 6:** Action Module
- ✓ **Module 7:** Outlook and Teams

Teams modules:

- ✓ Teams tour
- ✓ **Module 1:** The basics: before you get started
- ✓ **Module 2:** Overview and Structure
- ✓ **Module 3:** Smarter and Faster
- ✓ **Module 4:** Smarter Meetings
- ✓ **Module 5:** Smart Links and Apps

What are the benefits:

For participants:

- ✓ Tools for life you can use privately and professionally
- ✓ Save at least one hour a day to use for other things
- ✓ No longer being swayed by the day-to-day hustle and bustle (and your inbox/Teams)
- ✓ Handling your email/ mailbox/ Teams the smart and efficient way
- ✓ Leveraging all of the smart features of Outlook and Teams
- ✓ Renewed control and overview of your tasks and activities
- ✓ An empty inbox in Outlook/ task list in Teams
- ✓ Peace of mind & less stress
- ✓ Doing your work and achieving goals the smart way without working too hard
- ✓ Comprehensive explanations, so you can get to work and use what you've learned directly
- ✓ Satisfied employees, colleagues, and customers because you're IN CONTROL, are on top of things, and won't forget appointments or actions

For employers:

- ✓ Satisfied employees without work stress who are back IN CONTROL and satisfied customers and other stakeholders
- ✓ Saving time (and therefore money) because employees work more efficiently and effectively. This time can be invested in new projects.
- ✓ Saving one hour a day translates to €12,000 per employee per year
- ✓ Reduced absenteeism because they suffer less work pressure and therefore stress. This will result in lower absenteeism (the average burn-out costs the employer €80,000 a year)



"I've now used all of the Outlook tips both privately and at work. I keep on top of things, so I feel less stress and more peace of mind. I achieved my goal to work with Outlook more efficiently."

"An important part of that was wanting to work with Outlook more efficiently. And to start with that last bit: I certainly succeeded. There's a huge range of modules, and you can pick and choose which one you like."

"I really liked the Work Smarter with Outlook e-learning. The Outlook tips and tricks are very educational and practical. The videos are easy to follow and understand."

"The great thing was that you can set your own pace and play the videos back as often as you like to do the exercises."

[View more reviews here](#)

Request the Work Smarter with Outlook and Teams e-learning [here](#) or send an email to eva@inzichtinorde.nl for more information.

Want to work even smarter and get more one-on-one coaching? No problem! The Work Smarter with Outlook and Teams e-learning is one out of eight modules in the IN CONTROL programme. View the more comprehensive IN CONTROL programme [here](#).

This programme is offered by:

