

Don't blow up your computer!

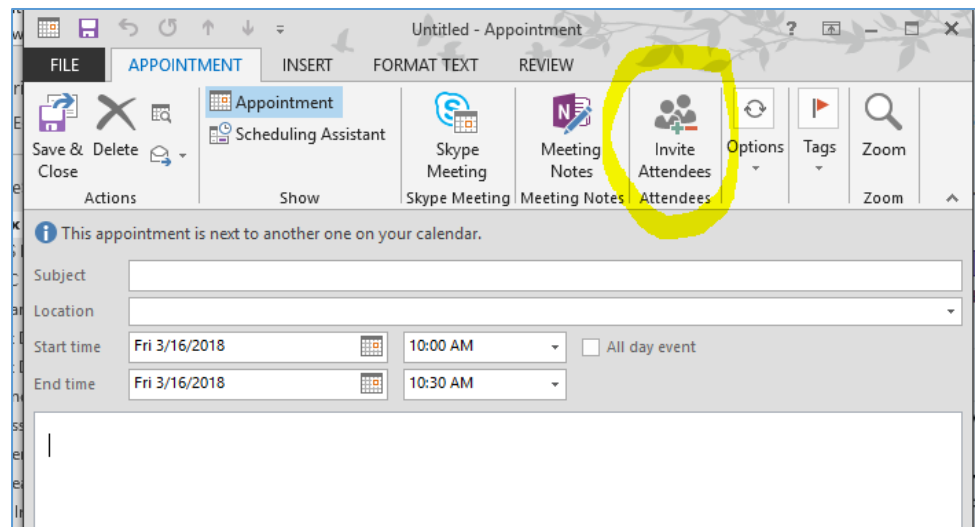


Using your Outlook Calendar for Efficiency: Why should I?

I am certain there are a lot of reasons for using your calendar in Outlook and I would love to hear from others as to what your reasons are. Here one of mine....

When setting up a meeting with people from different areas it is easy to see when they are free.

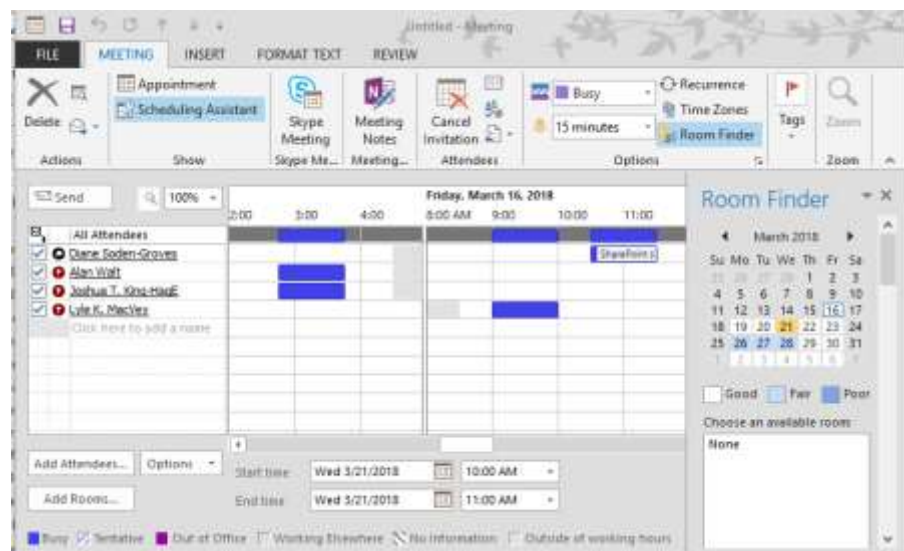
I selected new meeting and then Invite Attendees.



Here are ones I invited and it shows me when the best time to set up a meeting for all of them would be.

I can also select a room and when everyone is free then I can send out an invite and get that meeting going.

Next week: a couple of tracking tips.



Of course none of this works if my co-workers don't use their calendar or keep it current! So keeping your calendar current makes it much easier to set up meetings, track meetings, and be efficient.