

EXTRA 8 TIJD



Johan D'Haeseleer

EXTRA TIJD

Minder werk, meer succes

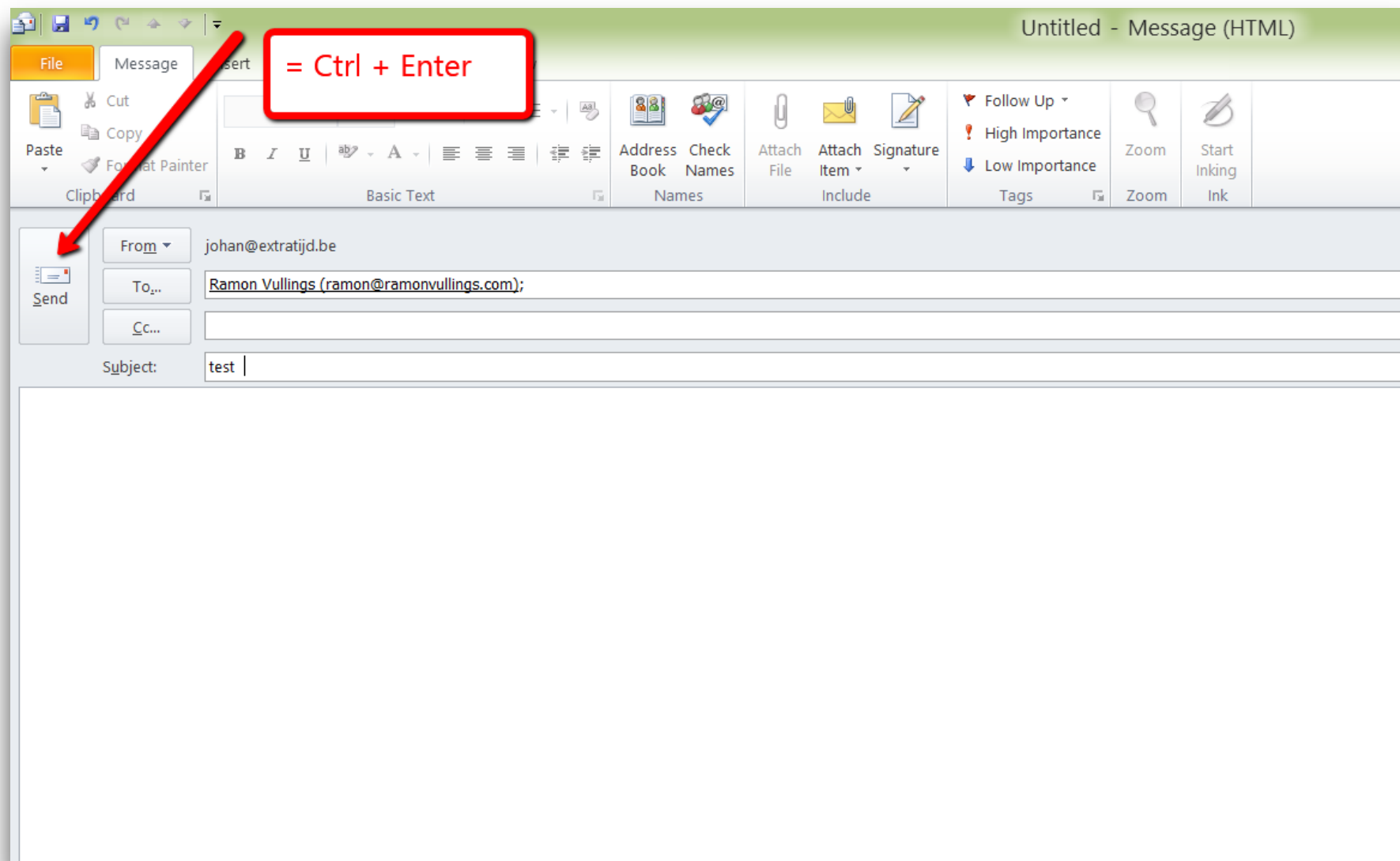
AGENDA VANDAAG

- * O SHIT -REGEL
- * OUTLOOK VOOR JE LATEN WERKEN
- * SPLITSEN POTENTIEEL BELANGRIJK NIET BELANGRIJK
- * AFZETTEN VAN TRIGGERS
- * ANTWOORDTIJD BEPAALT AANTAL MAAL IN JE INBOX
- * SYSTEEM
- * JA/NEE
- * CAPAPCITEIT => PRIORITEIT
- * WACHTEN OP LIJST
- * GEBRUIK SHORTCUTS



Make everything OK

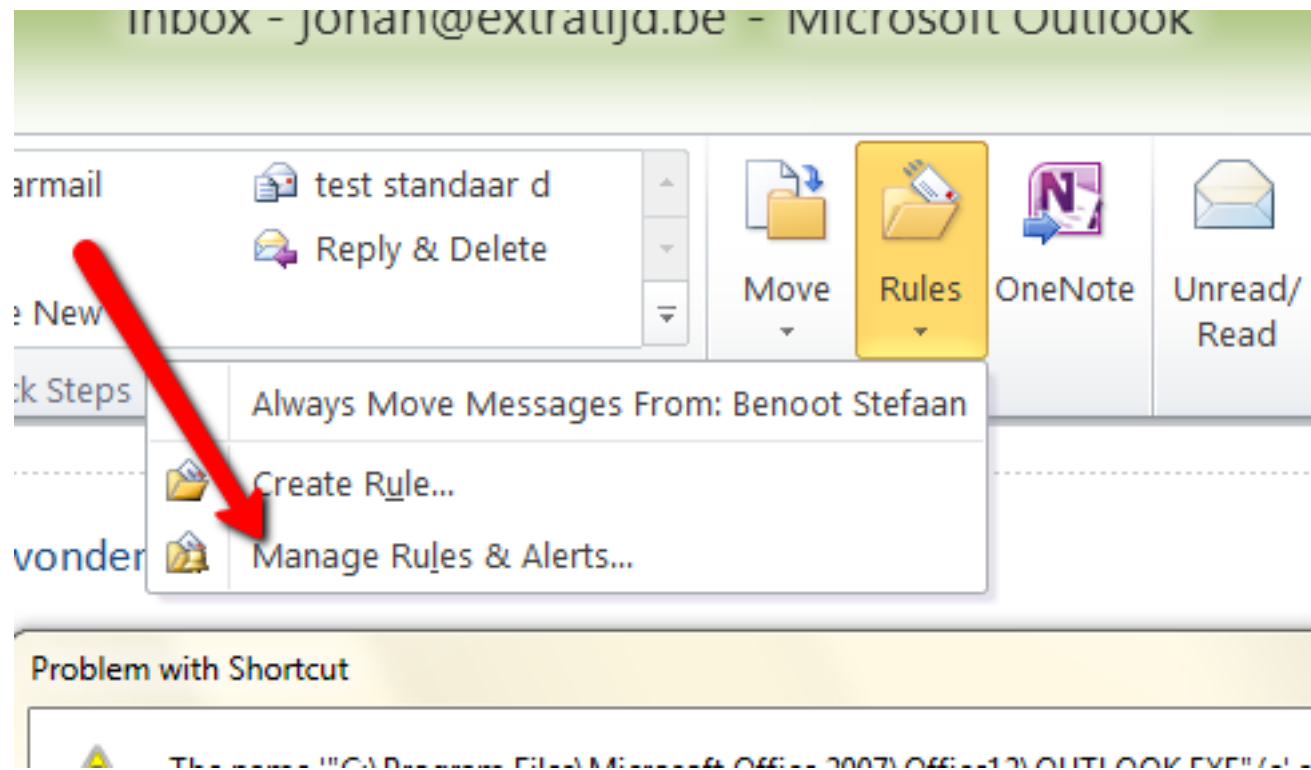
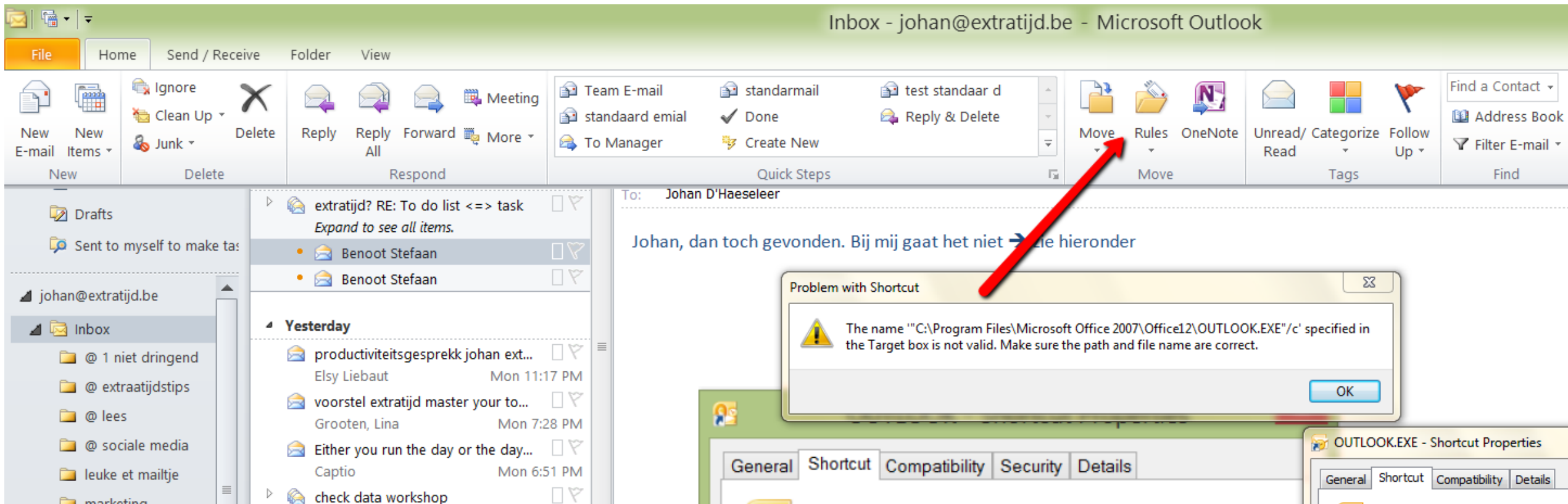
O-Shit Regel





oops!





Rules Wizard



Start from a template or from a blank rule

Step 1: Select a template

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a public group to a folder
- Flag messages from someone for follow-up
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- Display mail from someone in the New Items Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- Apply rule on messages I receive
- Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from people or public group
move it to the specified folder
and stop processing more rules

Example: Move mail from my manager to my High Importance folder

Cancel

< Back

Next >

Finish

Rules Wizard



Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☒ with specific words in the subject
- ☐ through the specified account
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ sent to people or public group
- ☐ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the recipient's address
- ☐ assigned to category category
- ☐ assigned to any category
- ☐ which has an attachment
- ☐ with a size in a specific range
- ☐ uses the form name form
- ☐ with selected properties of documents or forms
- ☐ which is a meeting invitation or update
- ☐ from RSS Feeds with specified text in the title
- ☐ from any RSS Feed
- ☐ on this computer only

Step 2: Edit the rule description (click an underlined value)

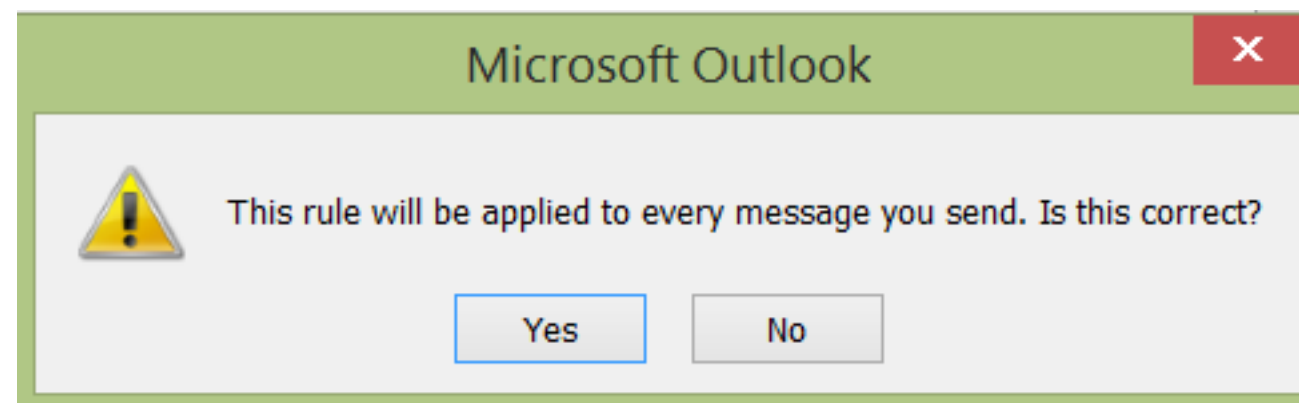
Apply this rule after I send the message

Cancel

< Back

Next >

Finish



Rules Wizard



What do you want to do with the message?

Step 1: Select action(s)

- ☒ assign it to the category category
- ☐ move a copy to the specified folder
- ☐ flag message for action in a number of days
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ stop processing more rules
- ☐ perform a custom action
- ☐ mark it as sensitivity
- ☐ notify me when it is read
- ☐ notify me when it is delivered
- ☐ Copy message to people or public group
- ☐ defer delivery by a number of minutes

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message

Cancel

< Back

Next >

Finish

Rules Wizard



What do you want to do with the message?

Step 1: Select action(s)

- ☐ assign it to the [category](#) category
- ☐ move a copy to the [specified](#) folder
- ☐ flag message for [action in a number of days](#)
- ☐ clear message's categories
- ☐ mark it as [importance](#)
- ☐ stop processing more rules
- ☐ perform [a custom action](#)
- ☐ mark it as [sensitivity](#)
- ☐ notify me when it is read
- ☐ notify me when it is delivered
- ☐ [move](#) the message to [people or public group](#)
- ☒ defer delivery by [a number of minutes](#)

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send [this](#) message
defer delivery by [2](#) minutes

Cancel

< Back

Next >

Finish

Rules Wizard



Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- ☐ except if the subject contains specific words
- ☐ except through the specified account
- ☐ except if it is marked as importance
- ☐ except if it is marked as sensitivity
- ☐ except if sent to people or public group
- ☐ except if the body contains specific words
- ☐ except if the subject or body contains specific words
- ☐ except with specific words in the recipient's address
- ☐ except if assigned to category category
- ☐ except if assigned to any category
- ☐ except if it has an attachment
- ☐ except with a size in a specific range
- ☐ except if it uses the form name form
- ☐ except with selected properties of documents or forms
- ☐ except if it is a meeting invitation or update
- ☐ except if it is from RSS Feeds with specified text in the title
- ☐ except if from any RSS Feed

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message
defer delivery by 2 minutes

Cancel

< Back

Next >

Finish

Rules Wizard



Finish rule setup.

Step 1: Specify a name for this rule

O shit rule

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☒ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after I send the message
defer delivery by 2 minutes

Cancel

< Back

Next >

Finish

Rules and Alerts

E-mail Rules

Manage Alerts

 New Rule... Change Rule ▾  Copy...  Delete | ▲ ▼ Run Rules Now... Options

Rule (applied in the order shown)	Actions
☒ o shit regel	
☒ mark all as read	
☒ @ 001 today // to:	  
☒ @ 005 pc // pc: mac:	 
☒ @ 010 tel // tel: bel:	 
☒ @ 020 online // on: maco:	 
☒ @ 022 bank // ba:	 

Rule description (click an underlined value to edit):

Apply this rule after I send the message
defer delivery by 2 minutes
except if sent to ik (johan@extratijd.be)

☐ Enable rules on all messages downloaded from RSS Feeds

OK

Cancel

Apply



Outbox - johan@extratijd.be - Microsoft Outlook

File Home Send / Receive Folder View

Search All Mail Items (Ctrl+E)

To	Subject	Sent	Size	Categories
Date: None				
Ramon Vullings (ramon@r... test		None	3 KB	

Favorites

- Inbox
- Outbox [1]**
- Sent Items
- Drafts
- Sent to myself to make ta:

johan@extratijd.be

- Inbox
 - @ 1 niet dringend
 - @ extraatijdstips
 - @ lees
 - @ sociale media
 - leuke et mailtje
 - marketing
 - McAfee Anti-Spam
 - pot

OUTLOOK VOOR JE LATEN WERKEN

The screenshot displays the Outlook calendar interface. The top menu bar includes 'File', 'Home', 'Send / Receive', 'Folder', and 'View'. The calendar view is set to 'December 8 - 14, 2013'. The left sidebar shows the 'Folders' pane with 'central' and 'Home' visible. The main calendar area shows a weekly view with appointments for Sunday (8th), Monday (9th), and Tuesday (10th). A large red rectangular appointment is visible on Tuesday, December 10th. A dialog box titled 'Advanced View Settings: 1 dag' is open, showing options for 'Columns...', 'Group By...', 'Sort...', 'Filter...', 'Other Settings...', 'Conditional Formatting...', and 'Format Columns...'. A red arrow points from the 'Conditional Formatting...' button in the dialog box to the large red appointment on Tuesday. The 'Conditional Formatting...' button is described as 'User defined colors for appointments'. Other appointments visible include '150 Euro/uur taken' on Sunday and Monday, 'vrijhouden' on Monday, 'joggen' on Monday, 'In agenda noteren a.u.b. - D'Haeseleer Johan - Vereniging Lokerse Industriëlen - 12/12/2013 - 12 ter plaatse' on Tuesday, 'afhalen munten roemenie' on Tuesday, and 'reistijd naar gent' on Tuesday.

File Home Send / Receive Folder View

December 8 - 14, 2013

8 Sunday 9 Monday 10 Tuesday 11 Wednesday

150 Euro/uur taken 150 Euro/uur taken 150 Euro/uur taken

central Home

2 am 9 am

3 00 10 00

4 00 11 00

5 00 12 pm

6 00 1 00

7 00 2 00

Folders

vrijhouden

joggen

gtd o

Advanced View Settings: 1 dag

Description

Columns... Start, End

Group By...

Sort...

Filter... Off

Other Settings... Fonts and other Day/Week/Month View settings

Conditional Formatting... User defined colors for appointments

Format Columns...

Reset Current View OK Cancel

In agenda noteren a.u.b. - D'Haeseleer Johan - Vereniging Lokerse Industriëlen - 12/12/2013 - 12 ter plaatse

afhalen munten roemenie

reistijd naar gent

reistijd naar lode

Conditional Formatting

Rules for this view:

☒

prive

☒

everbeek

☒

joggen

☒

myt

☒

mym

☒

reistijd

☒

prive2

☒

vergderzaal mechelen

^

▼

Add

Delete

Move Up

Move Down

Properties of selected rule

Name:

prive

Color:

▼

Condition...

OK

Cancel

Master your Outlook

- * Views**
- * Rules**
- * Flags**
- * Search Folders**
- * Shortcuts**

Actie niet gekend op
voorhand

Inbox

Minder
belangrijke Emails

Actie folder

Lees folder

Actie gekend op
voorhand

Potentieel belangrijk

Niet belangrijk

YOUR
Boss

is really busy

hired you to take
care of things

hates your "cc:"s

Gebruik hiervoor rules

Hoe bepaal je wat belangrijk is?

Draai het om

Alles is onbelangrijk behalve...

Rules in Outlook

1. Conditie

Als

2. Actie

Dan

3. Uitzondering

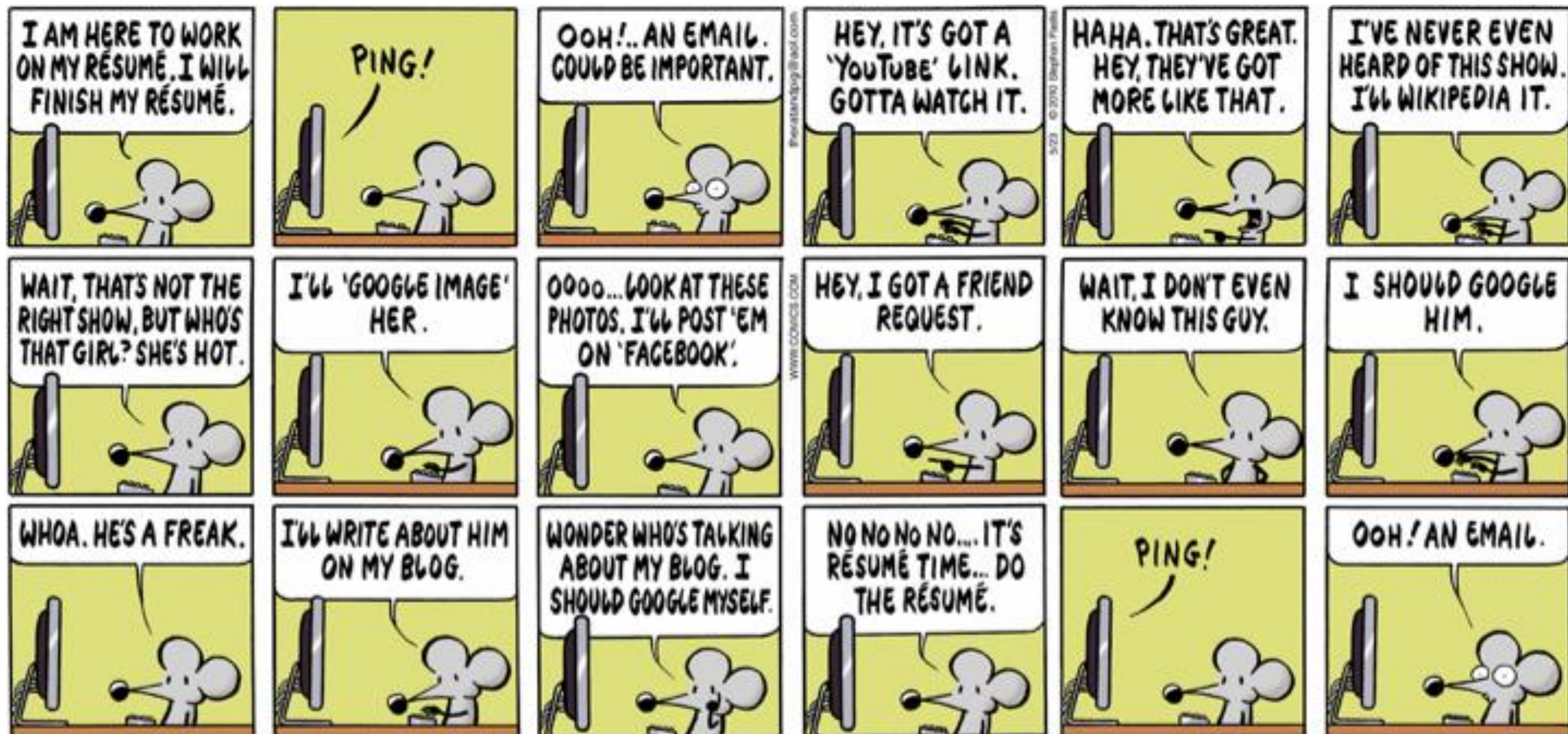
Behalve

Als Een mail binnenvalt

Dan Dan verhuis je de mail naar de niet belangrijke folder

Behalve

- * Je naam in de to lijn staat**
- * email van**
- * email naar**



Afzetten van triggers

Mail lezen

Routine

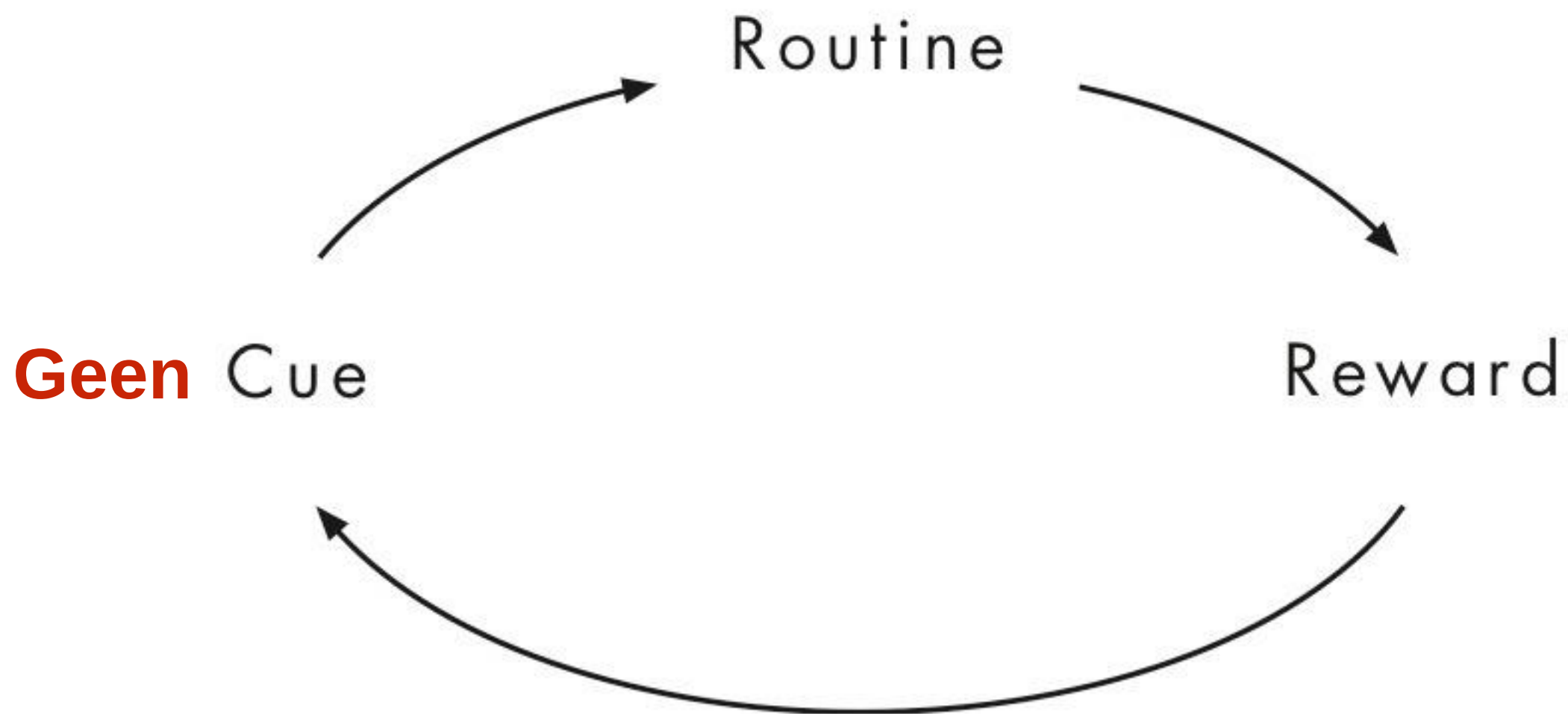
Cue

Reward

Mail die binnenkomt

**Nieuwsgierigheid
bevredigd**





General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



General options for working with Outlook.

User Interface options☒ Show Mini Toolbar on selection ⓘ☒ Enable Live Preview ⓘ

Color scheme: Silver ▼

ScreenTip style: Show feature descriptions in ScreenTips ▼

Personalize your copy of Microsoft Office

User name: johan_dhaeseleer

Initials: j

Start up options☒ Make Outlook the default program for E-mail, Contacts, and Calendar

Default Programs...

OK

Cancel

Outlook Options



General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



Change the settings for messages you create and receive.

Compose messages



Change the editing settings for messages.

Editor Options...

Compose messages in this format: HTML



☐ Always check spelling before sending

Spelling and Autocorrect...

☒ Ignore original message text in reply or forward



Create or modify signatures for messages.

Signatures...



Use stationery to change default fonts and styles, colors, and backgrounds.

Stationery and Fonts...

Outlook panes



Customize how items are marked as read when using the Reading Pane.

Reading Pane...

Message arrival



When new messages arrive:

☐ Play a sound

☐ Briefly change the mouse pointer

☐ Show an envelope icon in the taskbar

☐ Display a Desktop Alert

Desktop Alert Settings...

☐ Enable preview for Rights Protected messages (May impact performance)

Conversation Clean Up



Cleaned-up items will go to this folder:

Browse...

Messages moved by Clean Up will go to their account's Deleted Items.

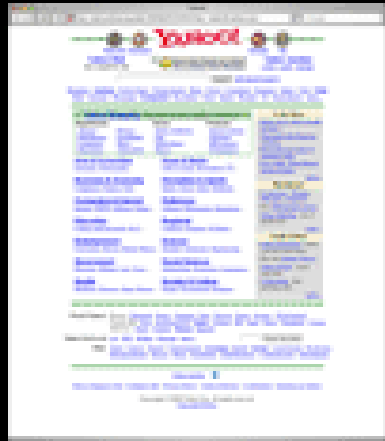
OK

Cancel

Antwoordsnelheid



2000



2001



2002



2003



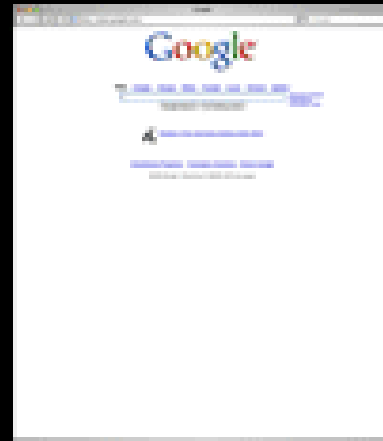
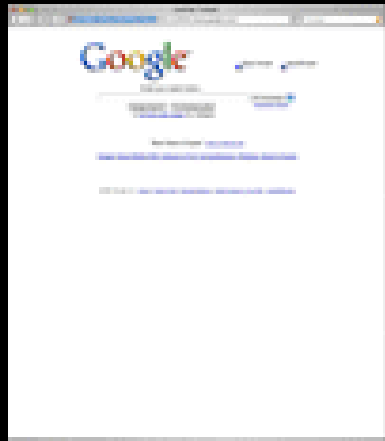
2004



2005



1 EBS



**Eén elegant betrouwbaar
systeem buiten je hoofd**

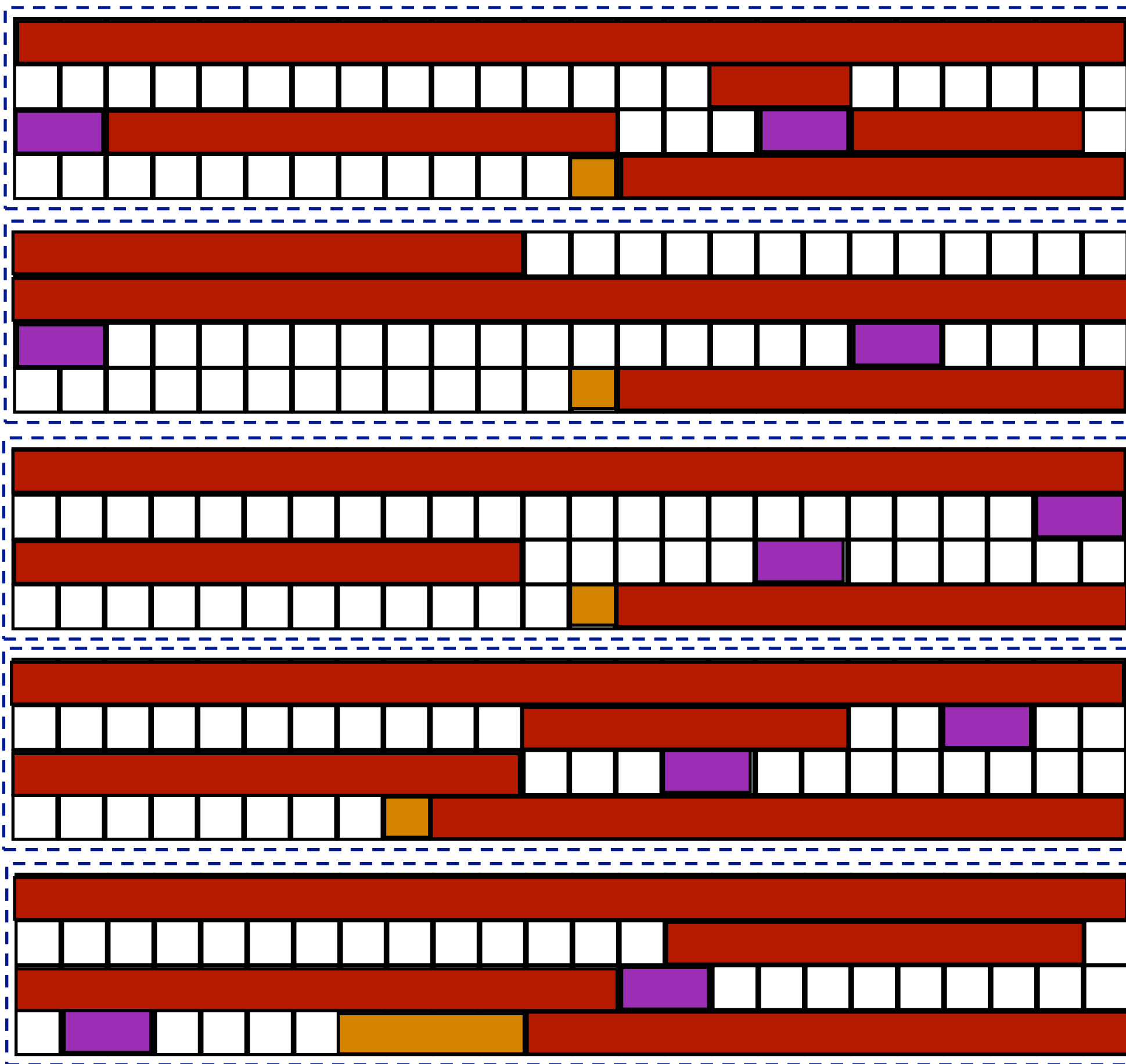
**Maak het zo
gemakkelijk
mogelijk, dan
wordt de kans
groter dat het
gebeurt**



Leer je mensen
Ja/Nee - mails te
maken

Bepaal je capaciteit

SEATING CAPACITY 21
STANDING 0



-  Niet beschikbaar
-  Lijst Maken
-  Lijst kijken
-  Beschikbare doetijd

**De 3 geheimen van
effectiviteit**

EXTRA TIJD
Minder werk, meer succes

What are you
Waiting for?!

**Plaats jezelf in cc/bcc en
laat**

**Outlook de wachtwoorden op
voor in orde houden**

Als **Een mail binnenvalt van mij en ik sta
in cc of bcc**

Dan **Dan verhuis je de mail naar de
tasksfolder + zet er de categorie
wachten op bij**

Behalve **Bij een automatisch antwoord**



Olifantenpaadjies
=
Shortcuts in
Outlook



www.extratijd.be

Ctrl - Shift - M	New Email
Ctrl - Shift - K	New Task
Ctrl - Enter	Send
Ctrl - F	Forward Email
Ctrl - Alt - F	Forward Email as attachment
Ctrl - Shift - Y	Copy
Ctrl - Shift - V	Move
Ctrl - R	Reply
Ctrl - Shift - R	Reply All

+ gratis e-course Outlook

THANK
YOU

