

# Module 5 Checklist

## Back @ the Desk

### Objectives

- Complete your ePEP objectives on page 4 in your ePEP Manual.

### Creating the Conditions that Allow You to Work Best

- Adjust any of the view settings in Outlook to improve your view of your work.
- Identify and practice new techniques in Outlook that will allow you to flow your work more efficiently.

### Purge and Prune Your Digital World

- Continue to refine, revise or set-up electronic containers.
- Purge and prune emails and digital files for current work and store in appropriate places. \*
- Purge and prune all digital-based reference materials and store in appropriate places. \*

### Multiple Handling

- Practice **Do it Now/Decide Now** on your in-box using some of the new techniques introduced in this module.

\* In a way that meets the requirements of your organisation's information management system.

### Create the conditions to allow you to work best

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