

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 (pages 7-21).
- 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 (pages 26-33).
- 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 (pages 43-55).

Create the conditions to allow you to work best

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