

Organize Your Daily Task



Increasing Efficiency

- ▶ How can you increase your efficiency each day?



Reducing Stress

- ▶ Reduce your stress through:
 - ▶ Time Management
 - ▶ Organization
 - ▶ Delegation



Planning and Prioritization

Organize and Prioritize

Prioritize your tasks

Where do the majority of your tasks fall on the chart?

	Urgent	Not Urgent
Important	I Important and Urgent	II Important , but Not Urgent
Not Important	III Urgent, but Not Important	IV Not Urgent and Not Important

Organize and Prioritize

Quadrant I

Immediate Attention Required

	Urgent	Not Urgent
Important	I Important and Urgent	II Important, but Not Urgent
Not Important	III Urgent, but Not Important	IV Not Urgent and Not Important

Organize and Prioritize

Quadrant II

Requires attention, but not yet critical

	Urgent	Not Urgent
Important	I Important and Urgent	II Important, but Not Urgent
Not Important	III Urgent, but Not Important	IV Not Urgent and Not Important

Organize and Prioritize

Quadrant III

“Nice to do”

	Urgent	Not Urgent
Important	I Important and Urgent	II Important, but Not Urgent
Not Important	III Urgent, but Not Important	IV Not Urgent and Not Important

Organize and Prioritize

Quadrant IV

These activities are time eaters

	Urgent	Not Urgent
Important	I Important and Urgent	II Important, but Not Urgent
Not Important	III Urgent, but Not Important	IV Not Urgent and Not Important

Increase Effectiveness

- After organizing and categorizing tasks, prioritize tasks
- Develop new skills
 - Time Sense
 - Goal Setting
 - Time Planning
 - Recognize Procrastination
- Celebrate your accomplishments

Organize and Prioritize

- Plan your work, then work your plan
 - The “to-do” list
 - Assess your tasks
 - Plan for the unplanned



Technology and Tools

- Email Clients to Manage Your Days
 - E-mail management
 - Calendar management
 - Task management



Technology and Tools

- E-mail Management
 - Creating folders
 - Setting rules
 - Calendars
 - Task & Events
 - Reminders

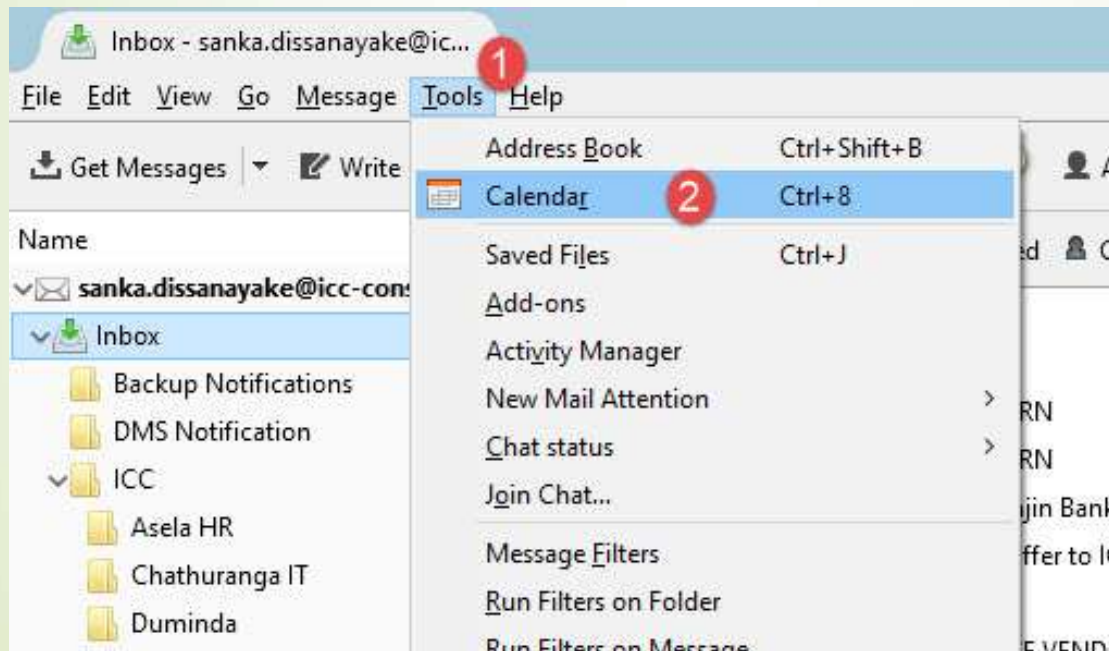
Technology and Tools

- Mozilla Thunderbird
- Microsoft Outlook

Technology and Tools

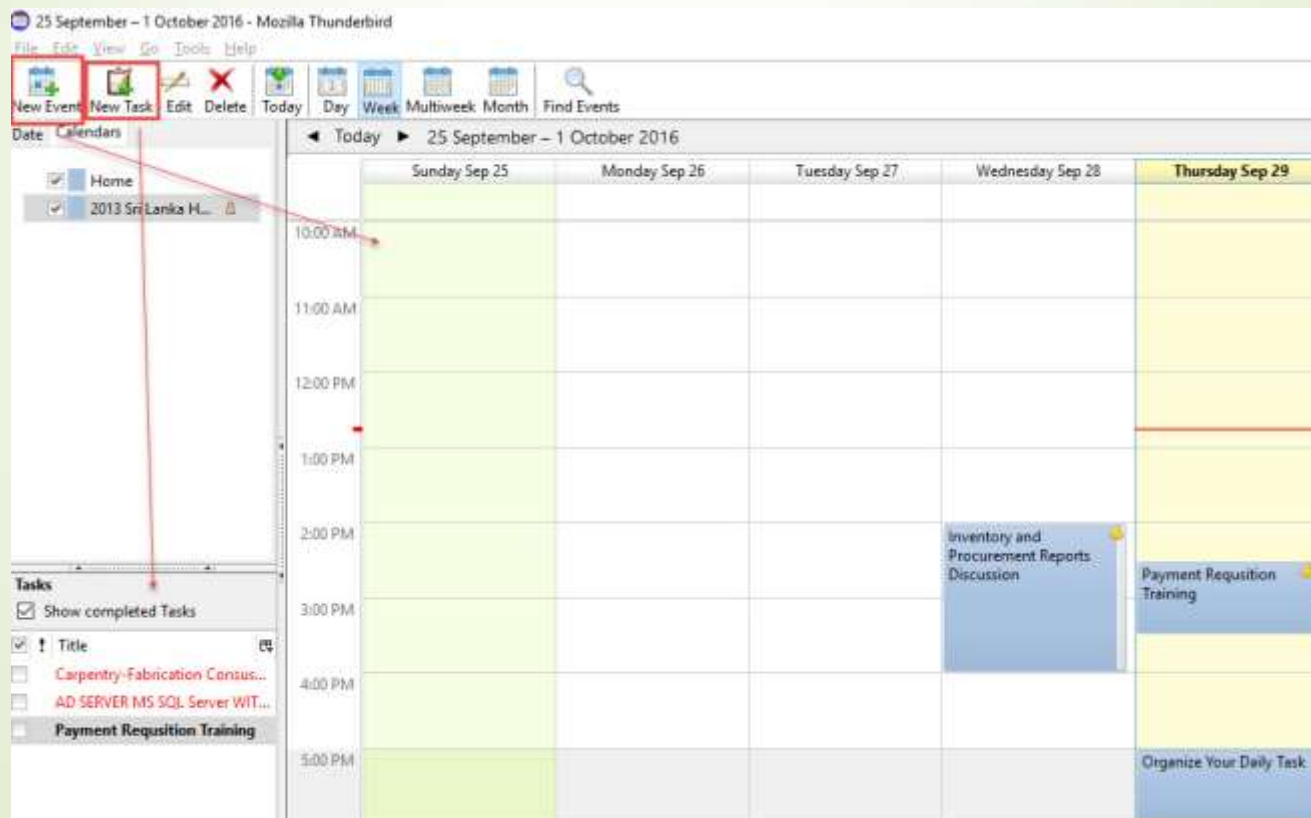
➤ Mozilla Thunderbird

How to create a new event or task in Calendar on Thunderbird.



Technology and Tools

Introduction to Calendar



Technology and Tools

- Creating a new event

The image shows a 'New Event' dialog box with the following fields and options, each marked with a red circle and a number:

- 1**: Title field containing 'New Event'
- 2**: Location field
- 3**: Category dropdown menu set to 'None'
- 4**: Start date dropdown menu set to '9/22/2016'
- 5**: End date dropdown menu set to '9/22/2016'
- 6**: Repeat dropdown menu set to 'Does not repeat'
- 7**: Reminder dropdown menu set to 'No reminder'
- 8**: Description text area
- 9**: 'Invite Attendees' button
- 10**: 'Attach' button
- 11**: 'Save and Close' button

Other visible elements include the 'Event (E) Edit View Options' menu bar, 'Privacy' and 'Delete' buttons, 'Calendar: Home' dropdown, and an 'All day Event' checkbox.

Technology and Tools

Invite to Attendees

The screenshot shows the 'New Event: Payment Requisition Training' dialog box in Microsoft Outlook. The 'Invite Attendees' button is highlighted with a red circle and a red arrow pointing to the 'Invite Attendees' sub-dialog box. The sub-dialog box displays a list of attendees, a calendar grid for Tuesday, October 4, 2016, and various options for inviting attendees.

Event Details:

- Title: Payment Requisition Training
- Location: 4th Floor Auditorium
- Category: None
- Calendar: Home
- All day Event:
- Start: 10/3/2016 2:00 PM
- End: 10/3/2016 4:00 PM
- Repeat: Does not repeat
- Reminder: No reminder
- Description: Attachments: Attendees (1):
Description of event here

Invite Attendees Sub-dialog:

- Suggest time slot: Previous slot | Next slot
- Zoom: 100%
- Calendar: Tuesday, October 4, 2016
- Attendee List:
 - Sanka Dissanayake <sanka.dissar...>
 - dinesh@icc-construct.com
 - saman.perera@icc-construct.cor...
 - jayathunga@icc-construct.com
 - shanaka.jayathunga@icc-... (Selected)
 - shafrazsiddique@gmail.co...
 - shamil.fernando@icc-con...
 - shalika.gamlath@icc-cons...
- Legend:
 - Required Attendee (Person icon)
 - Optional Attendee (Person icon with slash)
 - Chair (Chair icon)
 - Non Participant (Person icon with slash)
 - Individual (Person icon)
 - Group (Group icon)
 - Resource (Resource icon)
 - Room (Room icon)
 - Free (White box)
 - Tentative (Light Blue box)
 - Busy (Dark Blue box)
 - Out of Office (Purple box)
 - No Information (Pink box)
- From: 10/3/2016 2:00 PM
- To: 10/3/2016 4:00 PM
- Buttons: OK, Cancel

Technology and Tools

Invite to Attendees – send notification mail

The image shows a screenshot of the Outlook 'New Event' dialog box for an event titled 'Payment Requisition Training'. The dialog box includes fields for Title, Location, Category, Calendar, Start/End times, Repeat, and Reminder. A red circle with the number '1' highlights the 'Invite Attendees' button in the top toolbar. An 'Email Notification' pop-up dialog box is overlaid on the main dialog, asking 'Would you like to send out notification Email now?' with a checked option for 'Support Outlook 2000 and Outlook 2002/XP'. A red circle with the number '2' highlights the 'Yes' button in the pop-up dialog.

New Event: Payment Requisition Training

Event (E) Edit View Options

Save and Close Invite Attendees Privacy Attach Delete

Title: Payment Requisition Training

Location: 4th Floor Auditorium

Category: None Calendar: Home

All day Event

Start: 10/3/2016 2:00 PM

End: 10/3/2016 4:00 PM

Repeat: Does not repeat

Reminder: No reminder

Description: Attachments: Attendees (I):

Description of event here

Email Notification

Would you like to send out notification Email now?

Support Outlook 2000 and Outlook 2002/XP

Yes No

Technology and Tools

Creating a new task

New Task: Participate for 5S Training Session

Task (F) **Edit** ¹ New Options

Save and Close Privacy Attach Delete

Title: Participate for 5S Training Session

Location:

Category: None **Calendar:** Home

Start (B): 10/4/2016 5:00 PM

Due Date: 10/4/2016 6:00 PM

Status: Not specified 10/3/2016 0 % complete

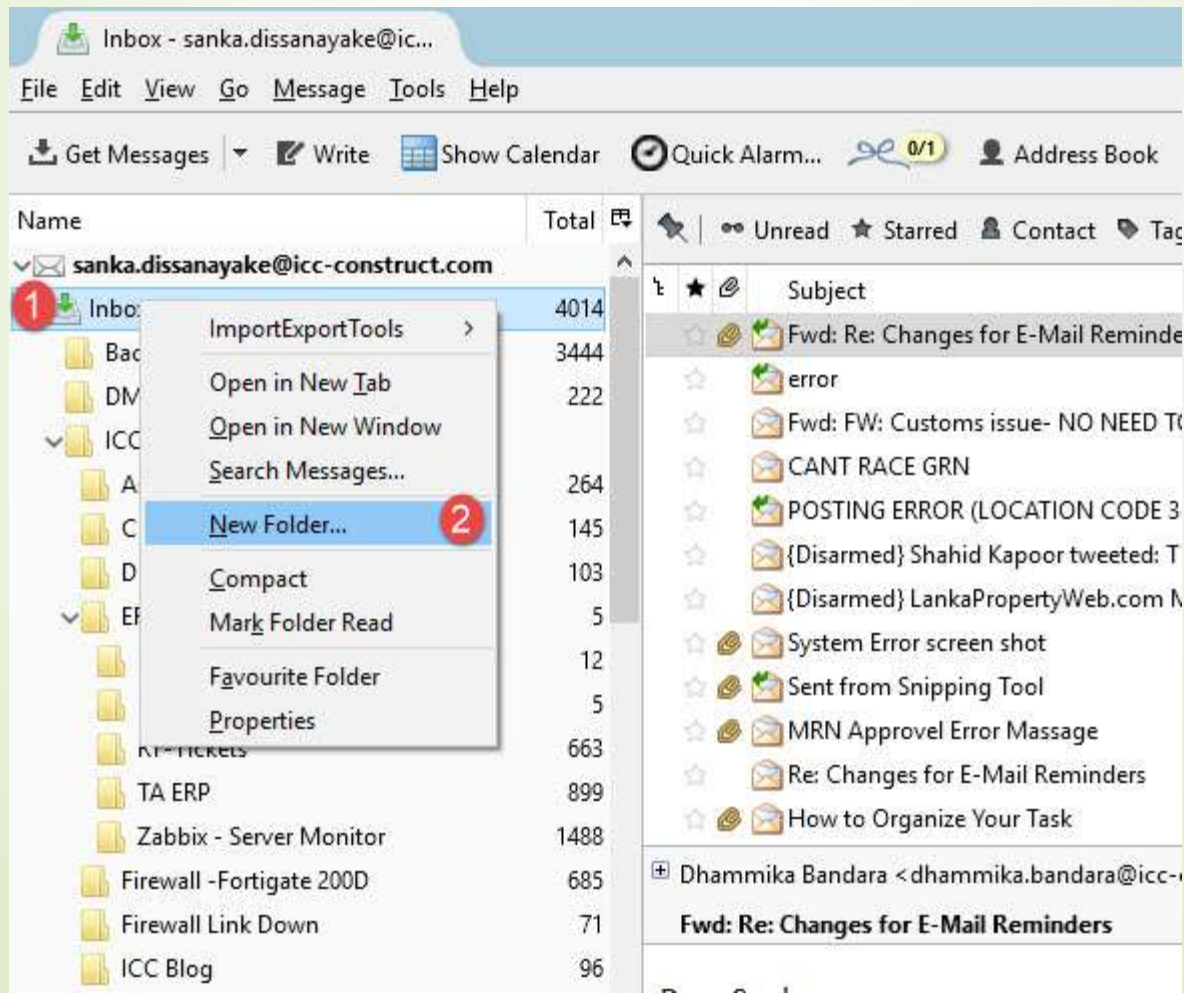
Repeat: Does not repeat

Reminder: 1 hour before

Description: Attachments:

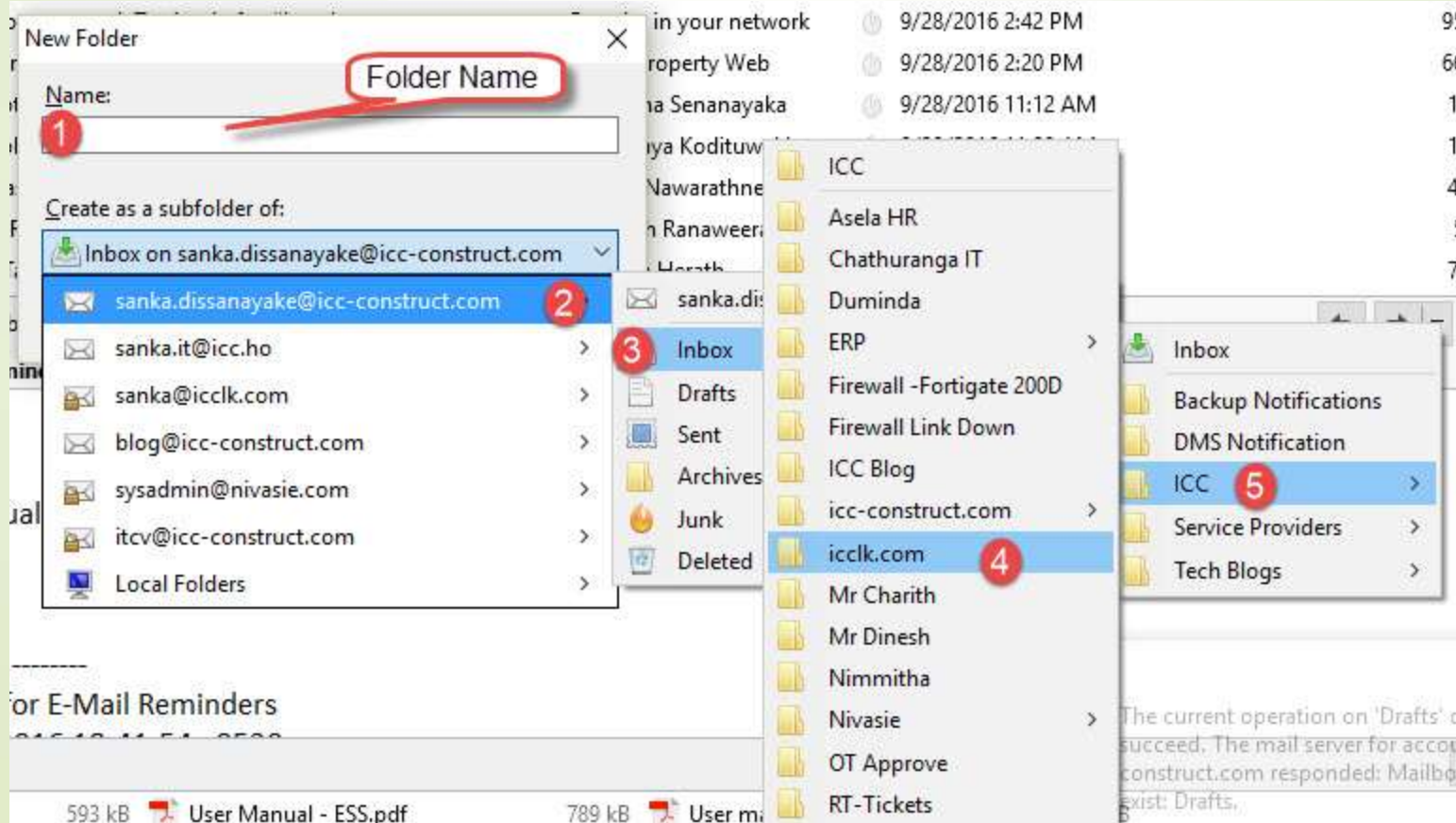
Technology and Tools

Folder Creation



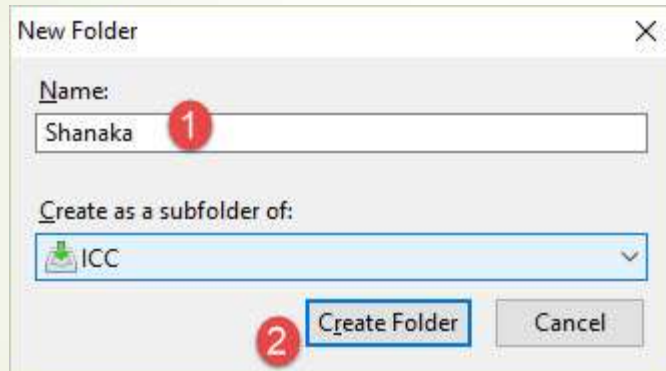
Technology and Tools

Folder Creation



Technology and Tools

Folder Creation



Technology and Tools

Email filter to folder

The screenshot displays an email client interface. The top section shows a list of emails with columns for sender, date, and size. The email 'H/O Intercom Phone List' from 'Shanaka Jayathunga' is selected and highlighted with a red box and a red circle containing the number '1'. A context menu is open over this email, listing actions such as 'Edit Contact', 'Compose Message To', 'Copy Email Address', 'Copy Name and Email Address', and 'Create Filter From...'. The 'Create Filter From...' option is highlighted with a blue bar and a red circle containing the number '2'. The bottom section shows the email content, which includes a greeting 'Dear All', a request 'Please find the attachment', and a signature 'Thanks Shanaka IT Division'.

Sender	Date	Size
Madhushani Dissanayake	9/9/2016 10:20 AM	370 kB
Shanaka Jayathunga	9/9/2016 11:15 AM	54.0 kB
Nuwandi Silva	9/9/2016 1:56 PM	1.4 kB
Shanaka Jayathunga	9/9/2016 3:03 PM	51.6 kB
Supun Perera	9/9/2016 3:05 PM	184 kB

Dear All
Please find the attachment
Thanks
Shanaka
IT Division

Technology and Tools

Email filter to folder

The screenshot displays the 'Filter Rules' dialog box in Microsoft Outlook. The 'Filter name' field is set to 'email from shanaka' (marked with a red circle 1). Under 'Apply filter when:', the 'Manually Run' and 'Getting New Mail' checkboxes are checked. The 'Getting New Mail' dropdown is set to 'Filter before Junk Classification'. The 'Match all of the following' radio button is selected. The 'From' field is set to 'is shanaka.jayathunga@icc-construct.c'. In the 'Perform these actions:' section, the 'Move Message to' dropdown is open, showing a 'Choose Folder...' dialog (marked with a red circle 2). This dialog lists recent folders, with 'sanka.dissanayake@icc-construct.com' selected. A second dialog box is open over the folder list, showing a tree view of folders. The 'Shanaka' folder is selected (marked with a red circle 3).

Filter Rules

Filter name: email from shanaka 1

Apply filter when:

- Manually Run
- Getting New Mail: Filter before Junk Classification
- Archiving
- After Sending

Match all of the following Match any of the following Match all messages

From is shanaka.jayathunga@icc-construct.c

Perform these actions:

Move Message to

Choose Folder... 2

Recent

- sanka.dissanayake@icc-construct.com
- sanka.it@icc.ho
- sanka@icclk.com
- blog@icc-construct.com
- sysadmin@nivasie.com
- itcv@icc-construct.com
- Local Folders

ICC

- Asela HR
- Chathuranga IT
- Duminda
- ERP
- Firewall -Fortigate 200D
- Firewall Link Down
- ICC Blog
- icc-construct.com
- icclk.com
- Mr Charith
- Mr Dinesh
- Nimmitha
- Nivasie
- OT Approve
- RT-Tickets
- Shanaka 3

Inbox

- Backup Notifications
- DMS Notification
- ICC
- Service Providers
- Tech Blogs

Technology and Tools

Email filter to folder

Filter Rules ✕

Filter name:

Apply filter when:

Manually Run

Getting New Mail:


Archiving

After Sending

Match all of the following Match any of the following Match all messages

From	is	shanaka.jayathunga@icc-construct.com	+	-
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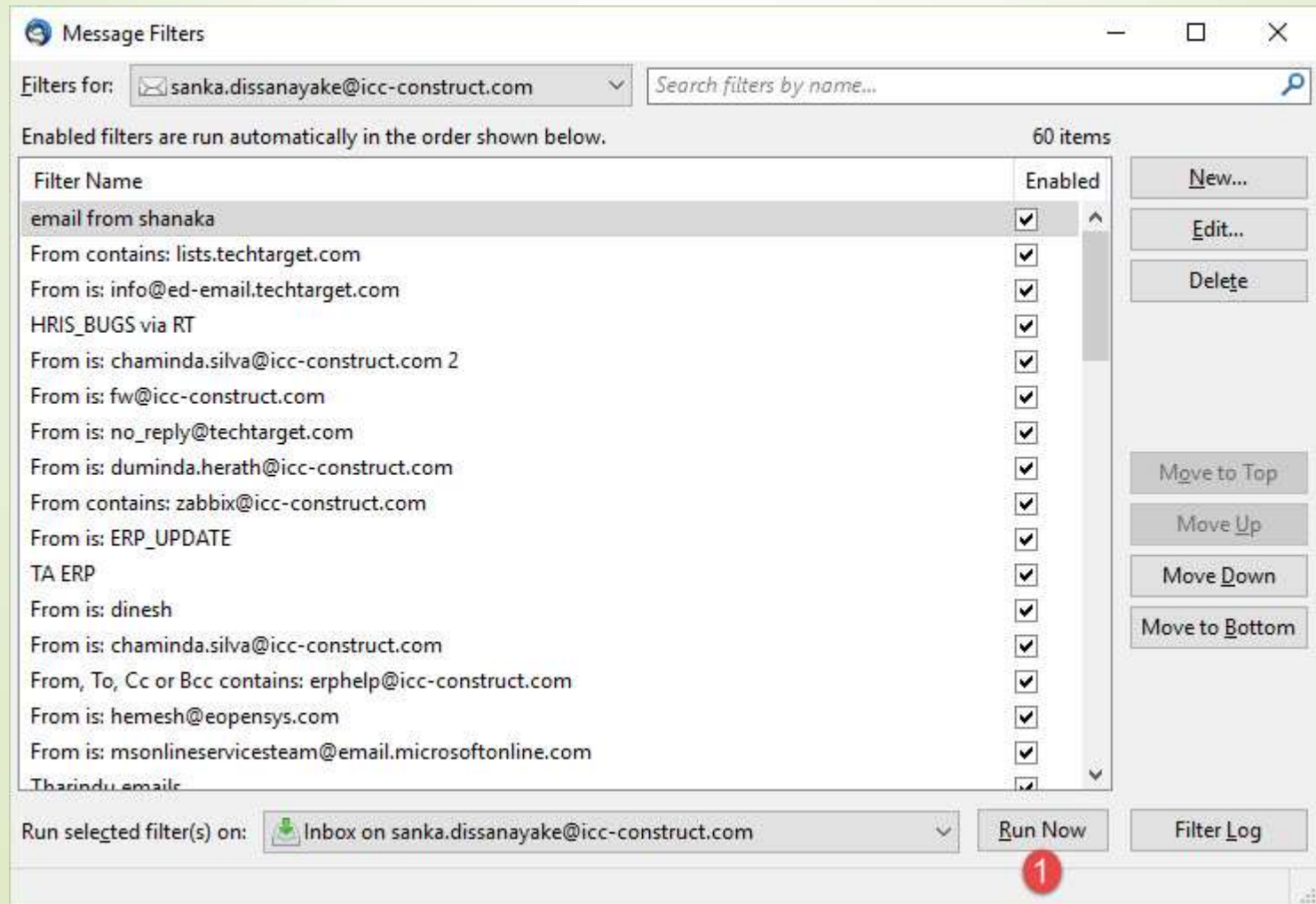
Perform these actions:

Move Message to	 Shanaka on sanka.dissanayake@icc-construct.com	+	-
-----------------	--	---	---

1

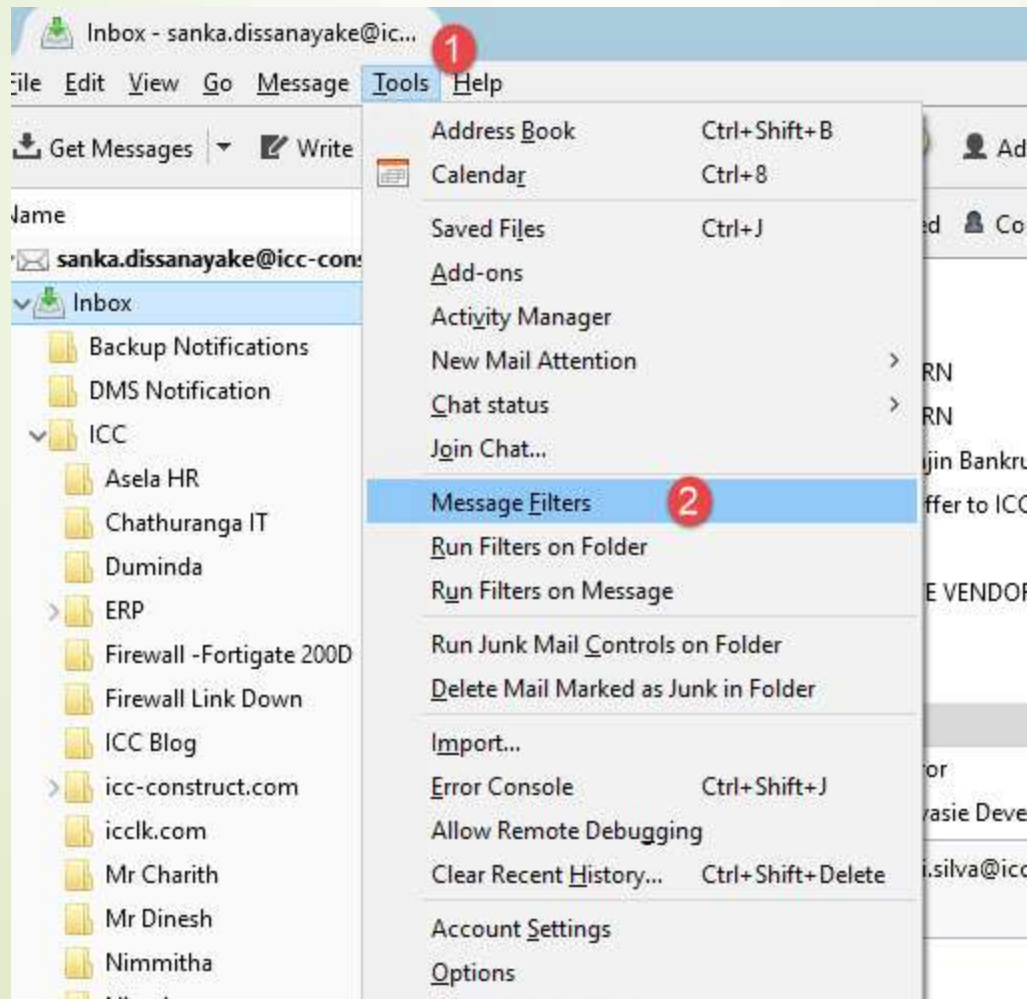
Technology and Tools

Run Email filter Manually



Technology and Tools

Email filter to folder



Technology and Tools

➤ Flagging E-mails

The screenshot displays an email client interface with a 'Tag' menu open. The menu options are:

- New Tag...
- Manage Tags...
- Remove All Tags 0
- 1 Important 1** (highlighted with a red box)
- 2 Work 2
- 3 Personal 3
- 4 To Do 4
- 5 Later 5
- 6 iCal-PUBLISH 6
- 7 ICC 7

The email list on the left shows the following subjects:

- Fwd: FW: Customs i
- CANT RACE GRN
- POSTING ERROR (L
- {Disarmed} Shahid k
- {Disarmed} LankaPr
- System Error screen
- Sent from Snipping
- MRN Approvel Error
- Re: Changes for E-Mail Reminders

The email content area shows the following details:

Jeewaka De Mel <jeewaka.demel@icc-construct.com> To Sanka Dissanayake <sanka.dissanayake@icc-construct.com>

POSTING ERROR (LOCATION CODE 3-01800)

From: Jeewaka De Mel [mailto:jeewaka.demel@icc-construct.com]
Sent: Wednesday, September 28, 2016 4:54 PM
To: Chinthaka Peiris

Technology and Tools

► Flagging E-mails

m... Calendar Address Book Tag Quick Filter Reply Reply All Forward Search <Ctrl+K>

Total 3956 3444 222 264 145 103 5 12 5 663 900

Unread Starred Contact **Tags** Attachment 7 messages Filter these messages <Ctrl+Shift+K>

Any of Important Work

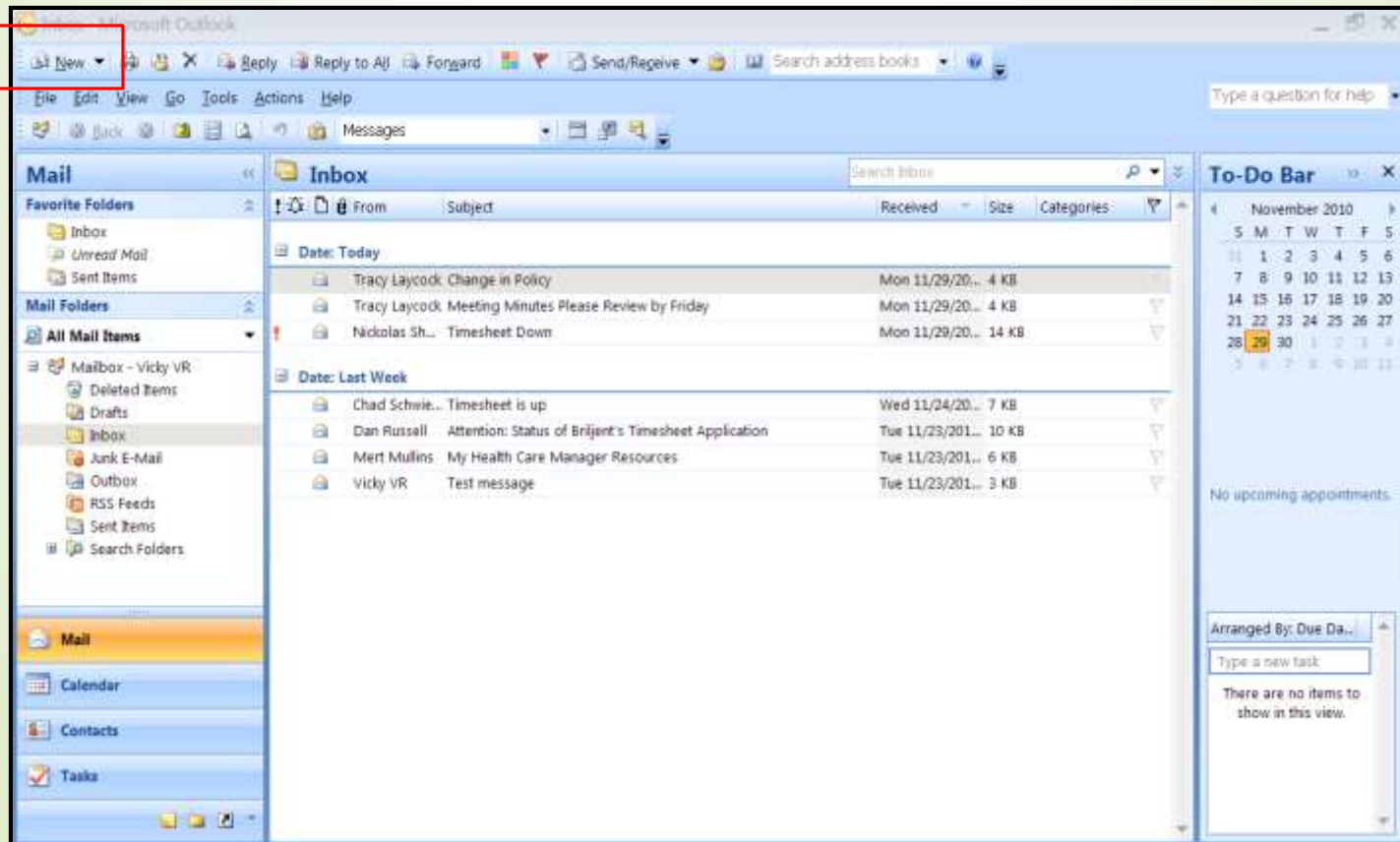
Subject	Correspondents	Date
POSTING ERROR (LOCATION CODE 3-01800)	Jeewaka De Mel	9/28/2016 5:06 PM
FW: SPACIAL-GENARAL	Mahinda Premaratne	9/20/2016 10:20 AM
Issues in the ERP (within the purchasing process)	Pubudu Danushka	9/1/2016 2:50 PM
CANT RACE G R N	Deepal Welatantri	9/1/2016 2:12 PM
POSTING ERROR	Chandana Gamage	7/11/2016 11:00 AM
NAVIGATE ERROR	Chandana Gamage	7/9/2016 12:09 PM
Essential information in purchase order archives	Pubudu Danushka	6/29/2016 1:53 PM

Jeewaka De Mel <jeewaka.demel@icc-construct.com> To: Sanka Dissanayake <sanka.dissanayake@icc-construct.com>

POSTING ERROR (LOCATION CODE 3-01800)

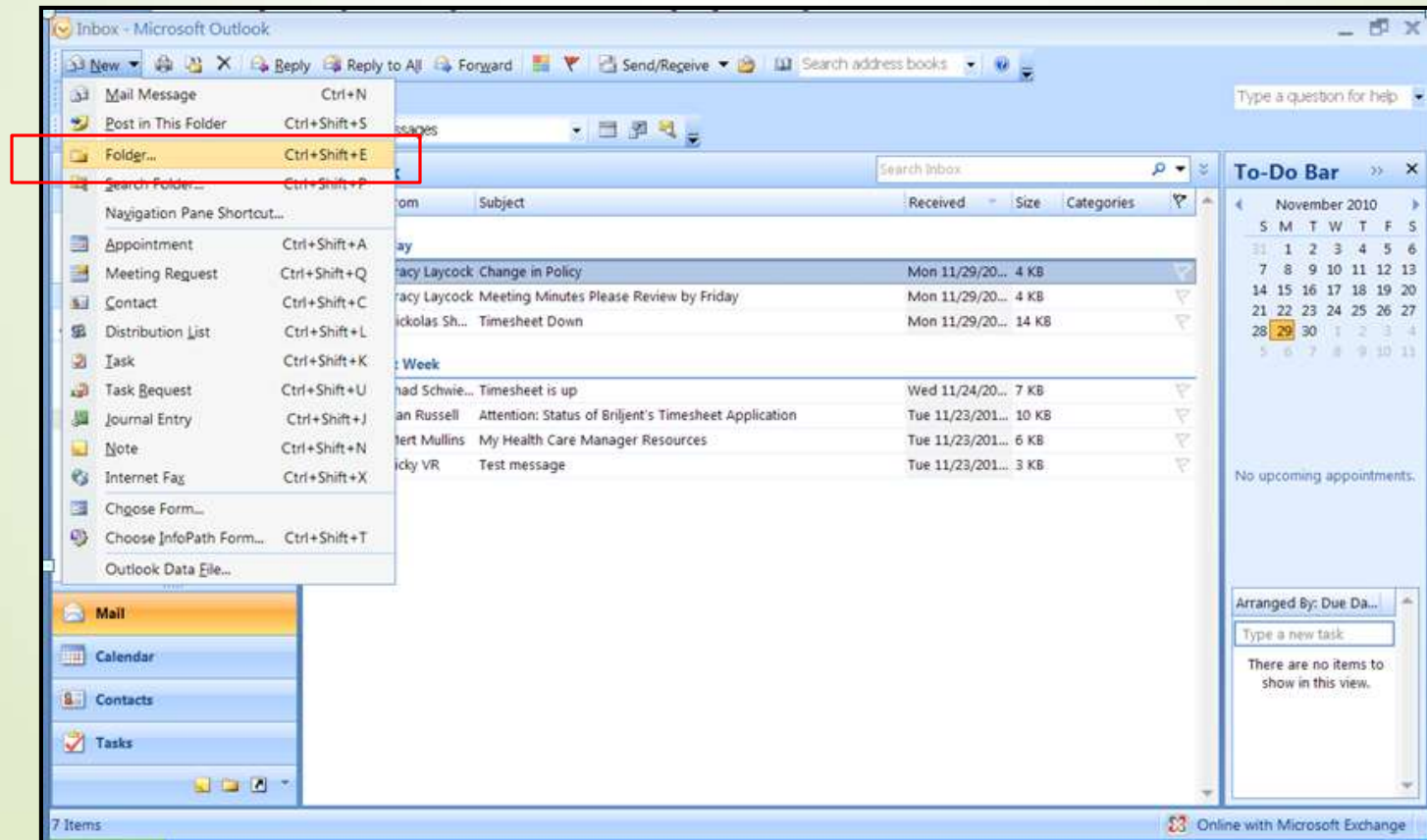
Technology and Tools

➤ Microsoft Outlook



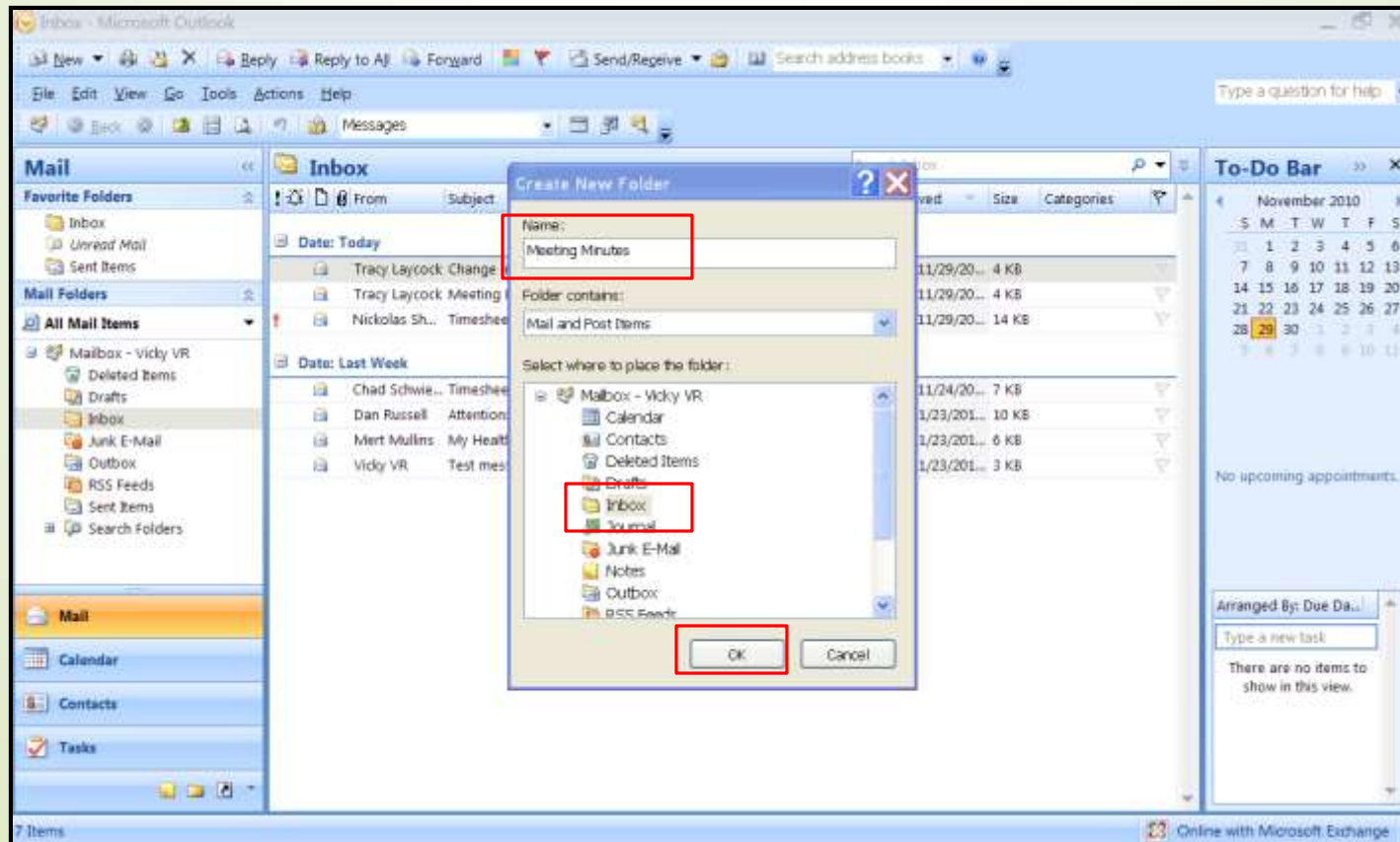
Technology and Tools

► Creating Folders



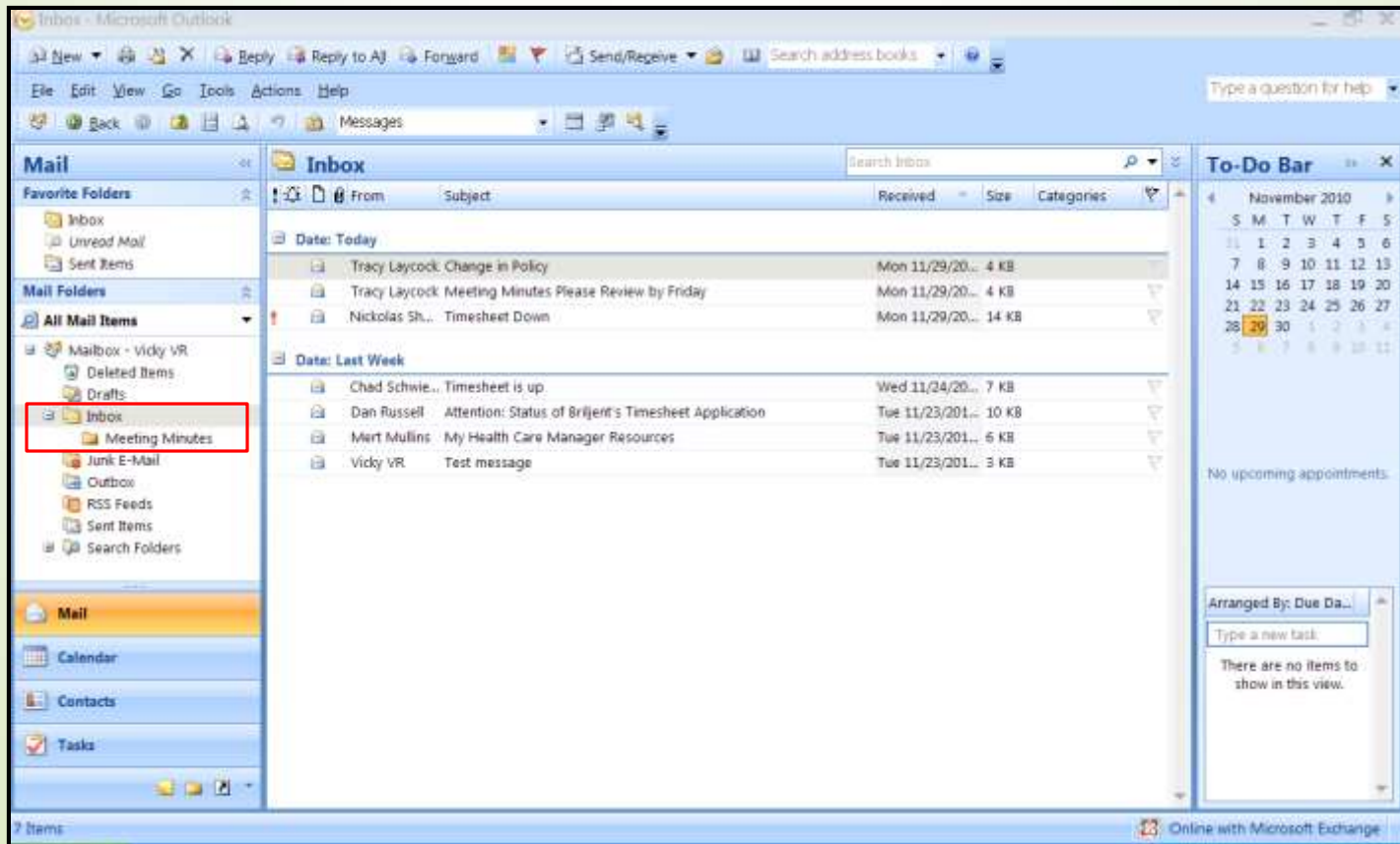
Technology and Tools

➤ Creating Folders



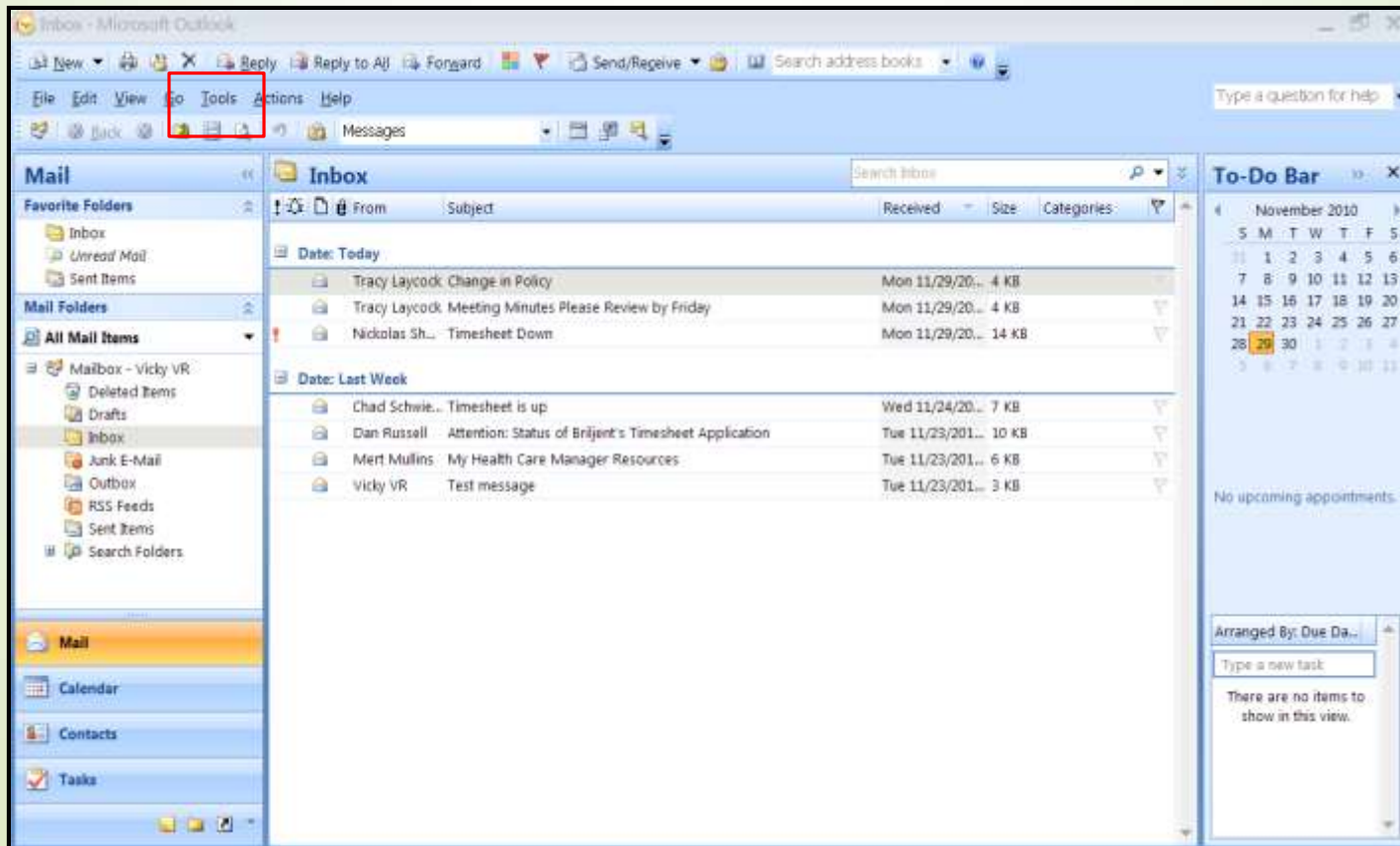
Technology and Tools

► Creating Folders



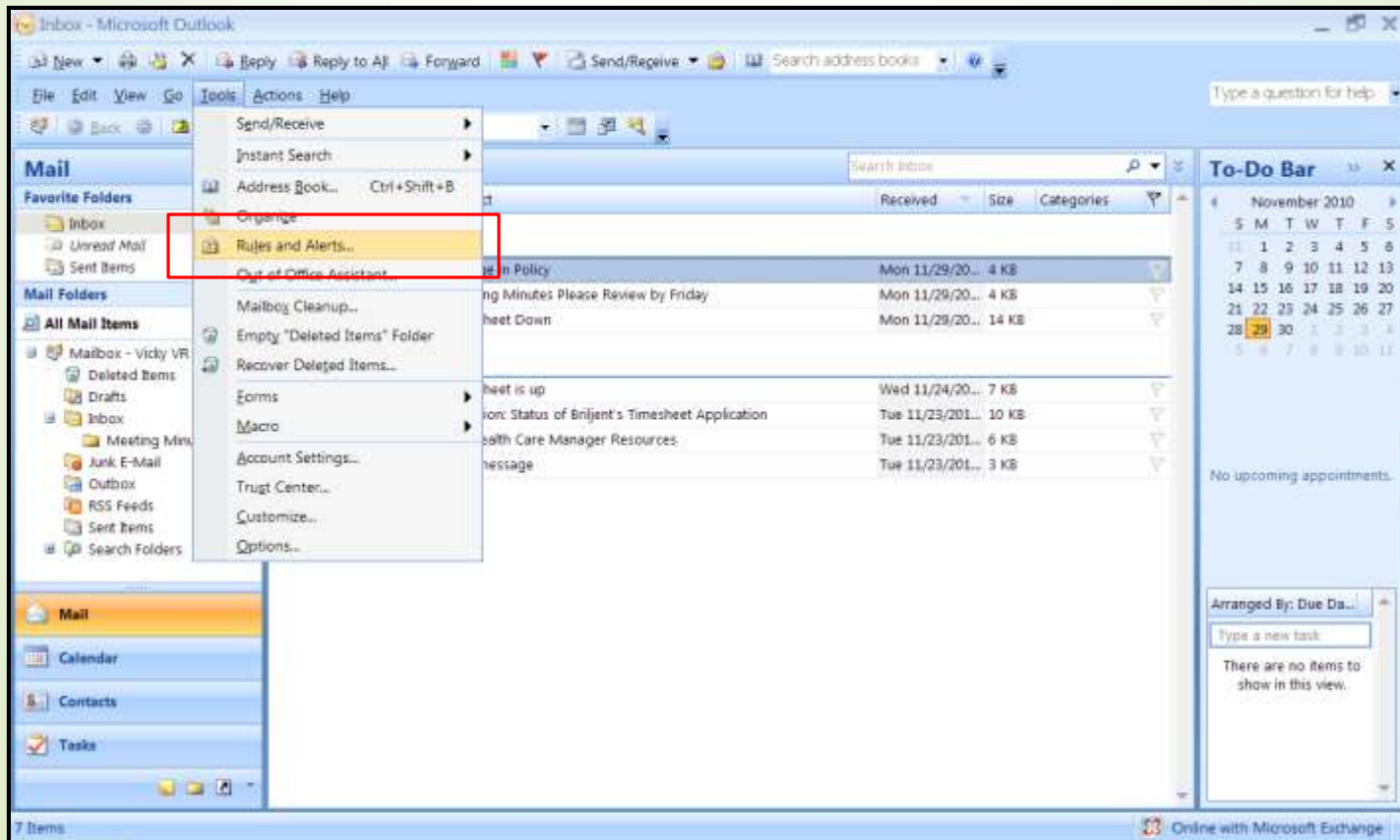
Technology and Tools

➤ Setting Rules



Technology and Tools

➤ Setting Rules

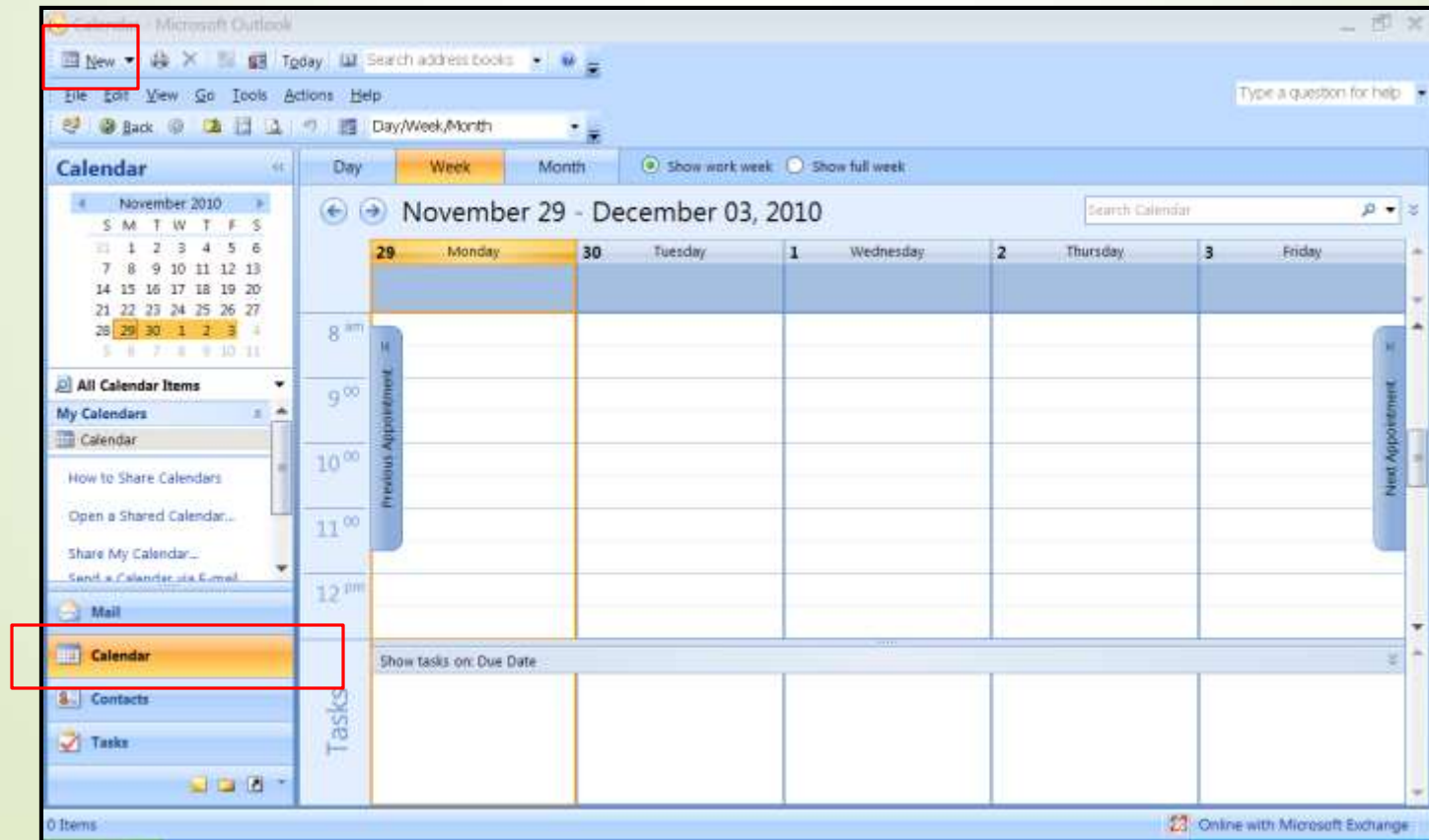


Technology and Tools

- Calendar Management
 - Setting an appointment
 - Updating and deleting an appointment

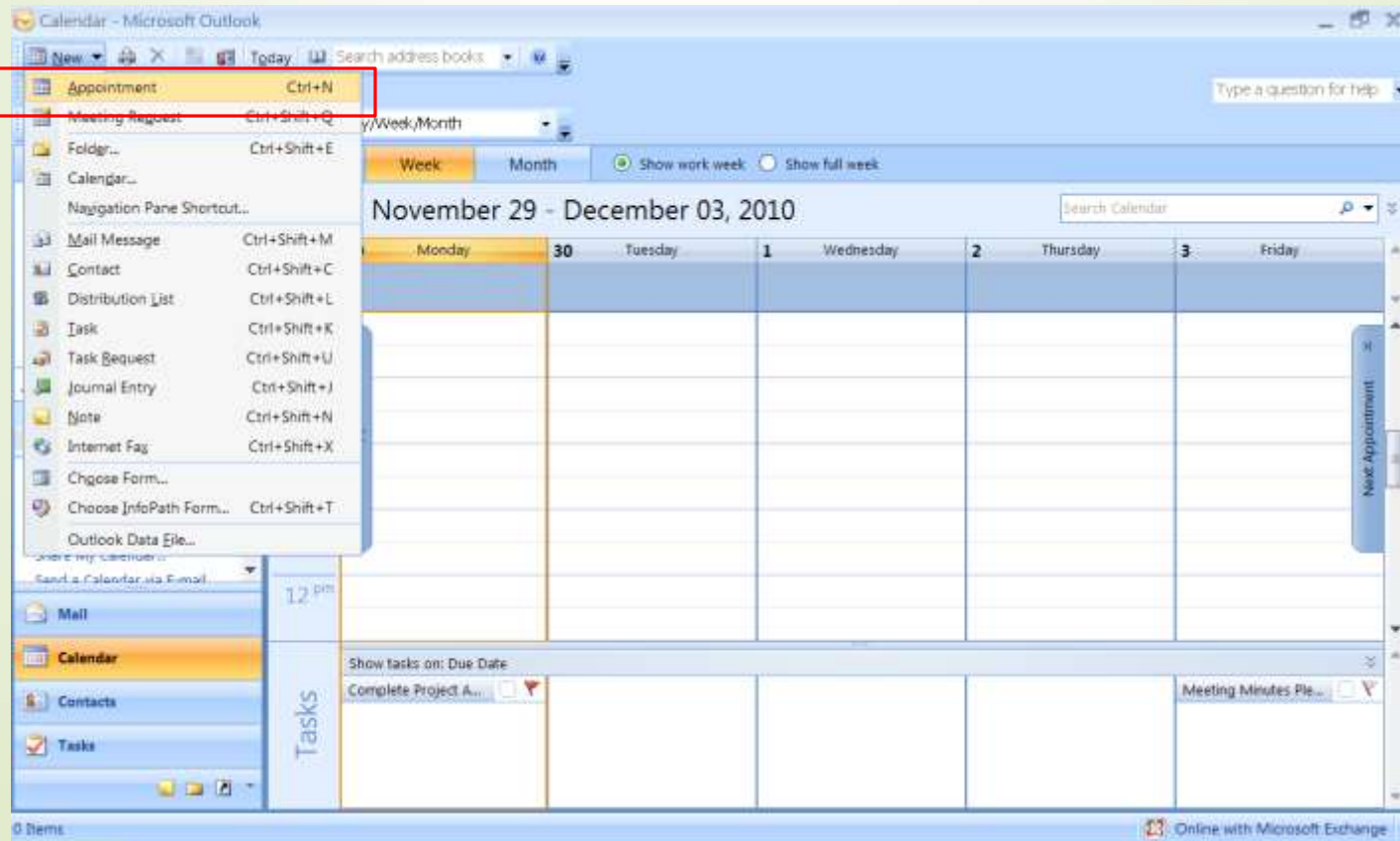
Technology and Tools

➤ Setting an Appointment



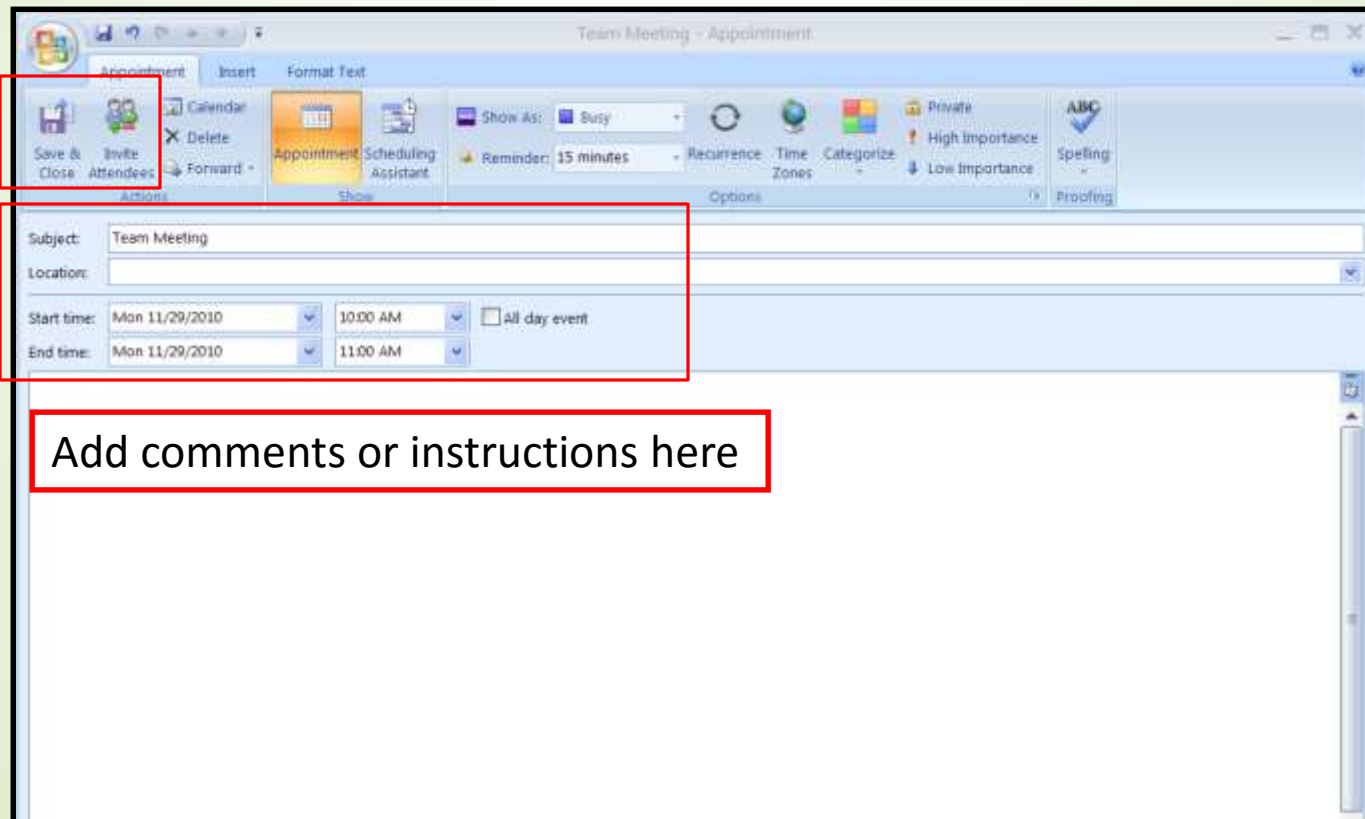
Technology and Tools

➤ Setting an Appointment



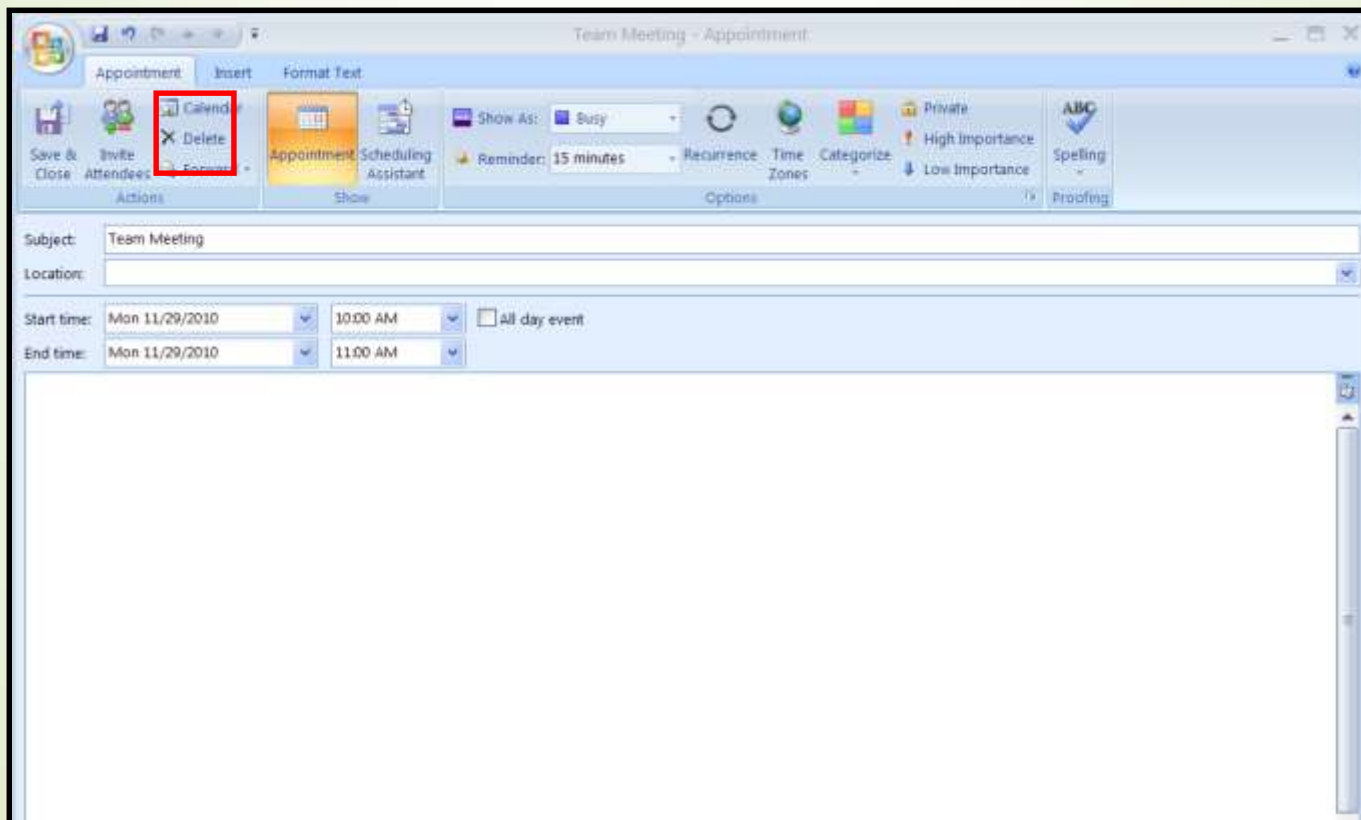
Technology and Tools

- Inviting Others to the Appointment



Technology and Tools

- Updating and Deleting an Appointment

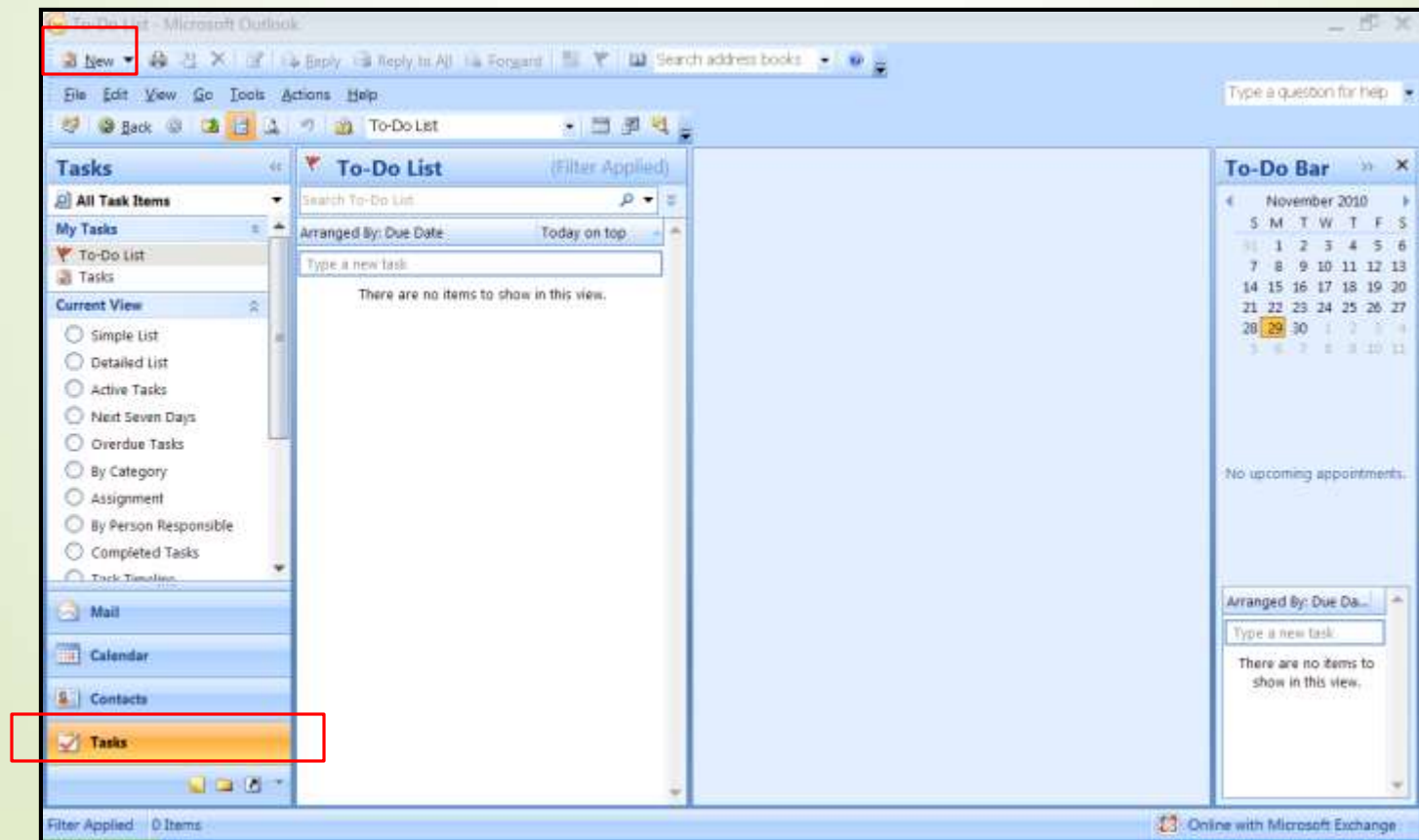


Technology and Tools

- Task Management
 - Entering
 - Color coding

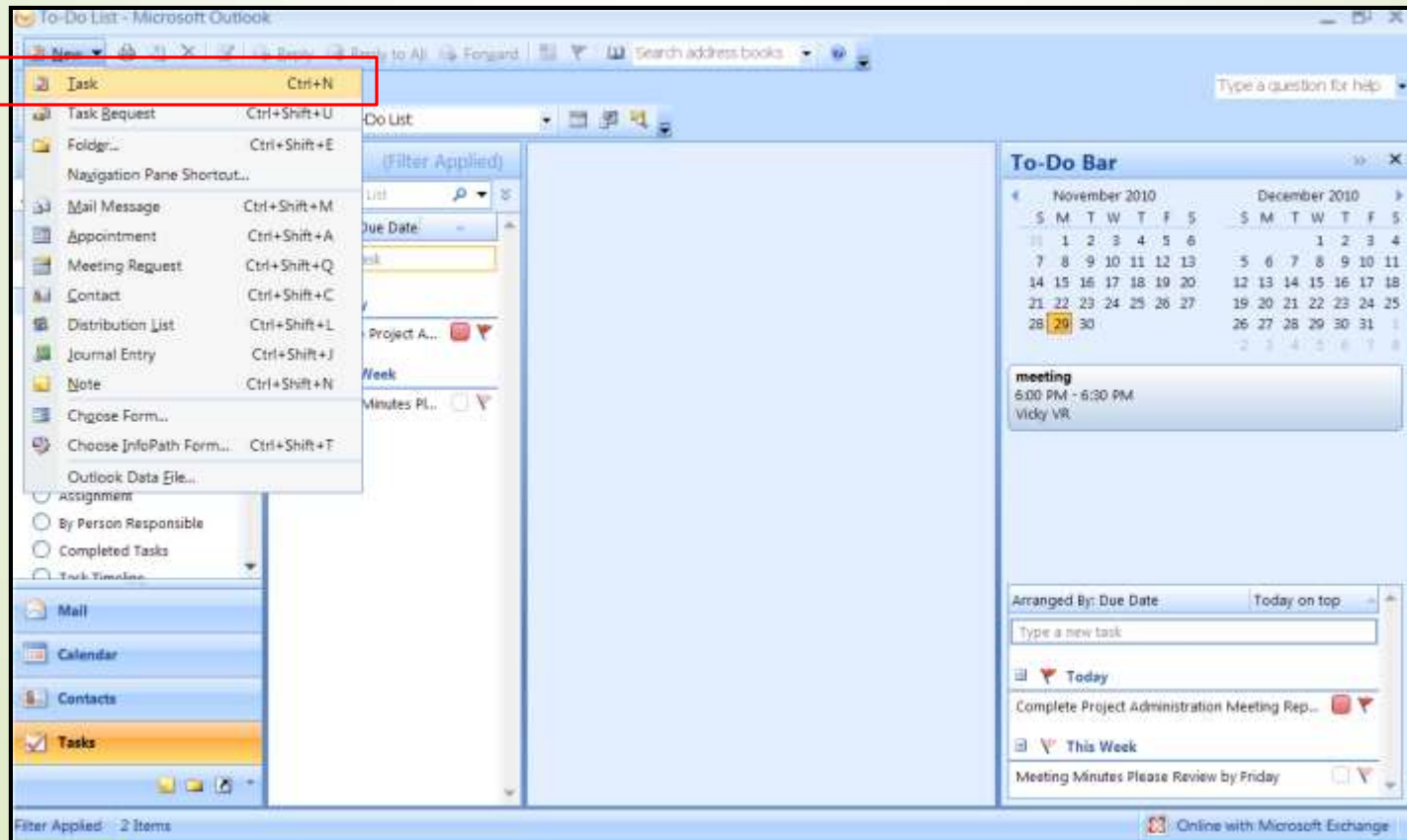
Technology and Tools

► Entering Tasks



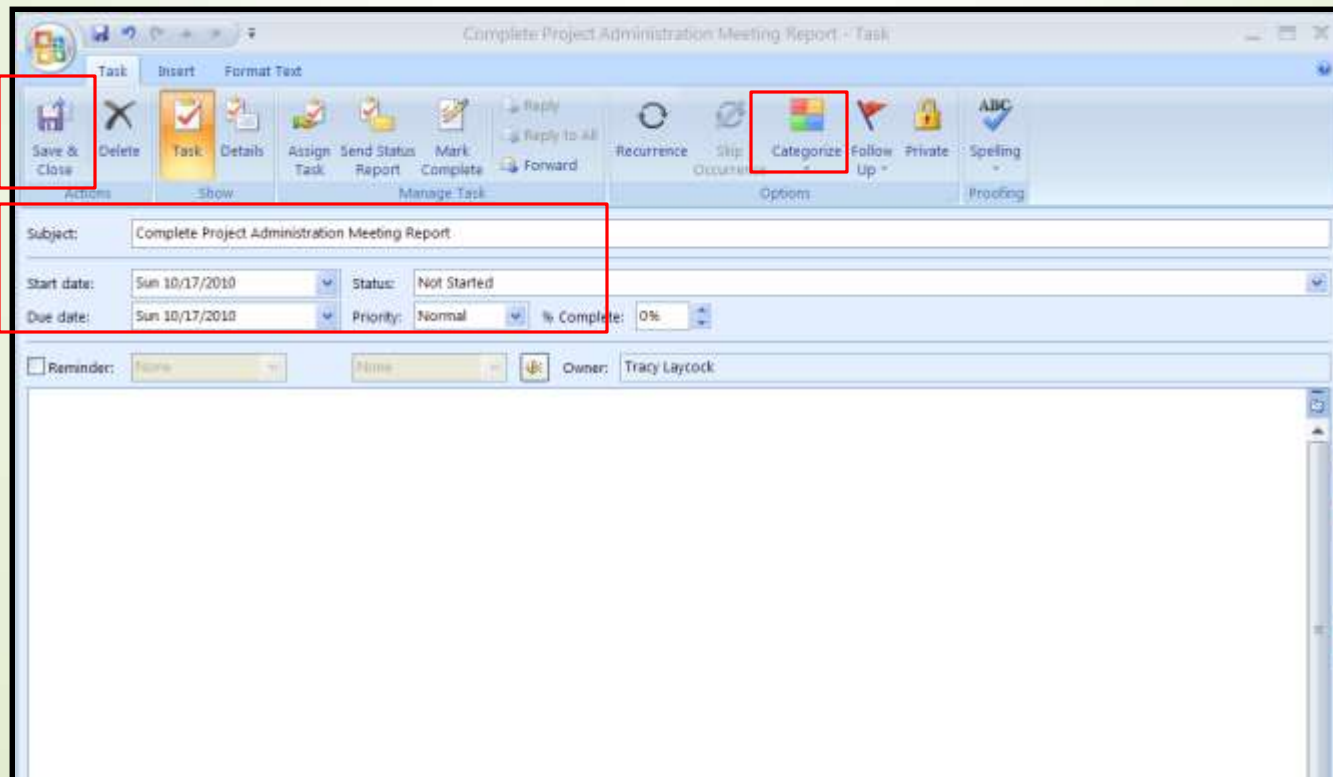
Technology and Tools

➤ Entering Tasks



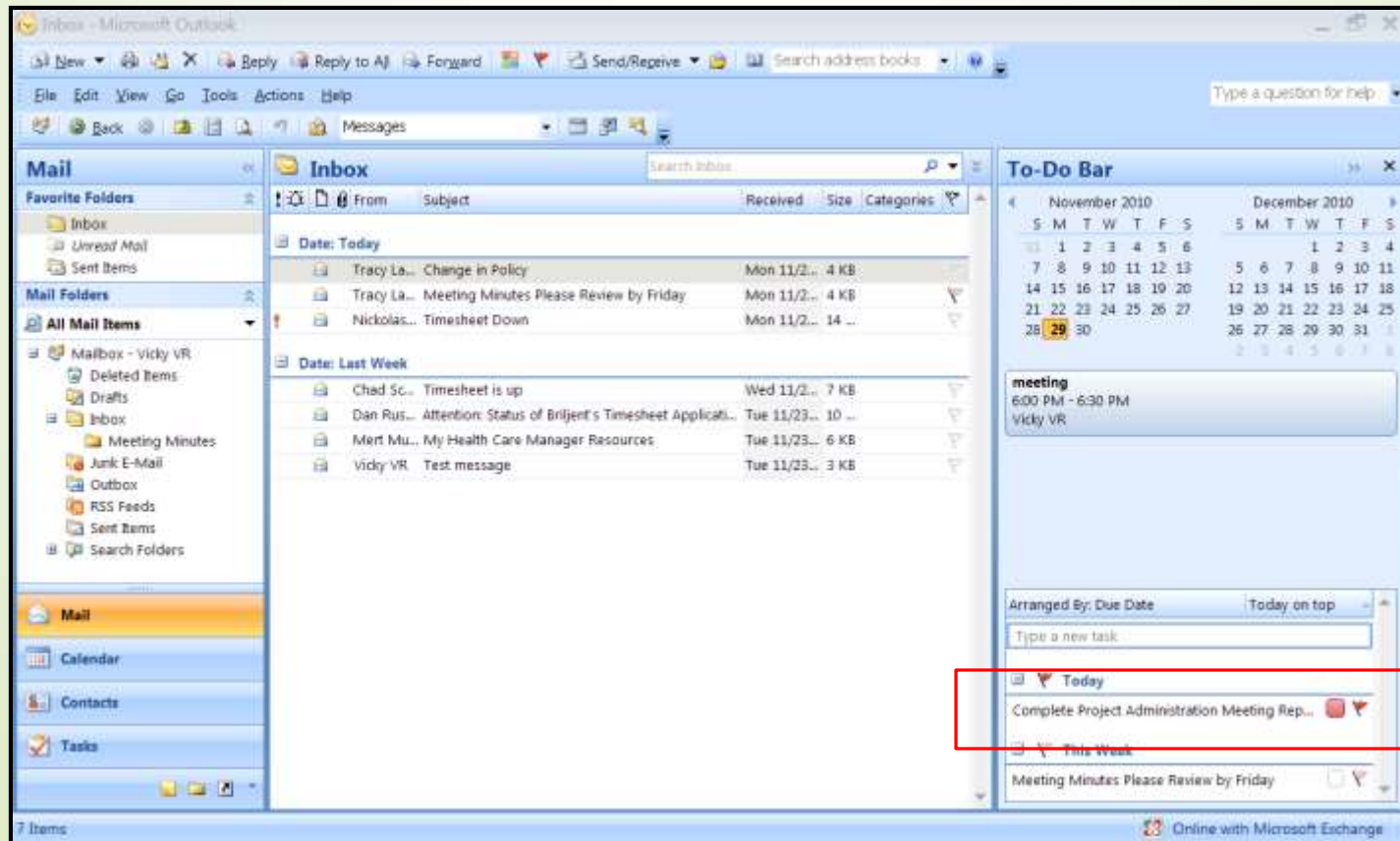
Technology and Tools

➤ Entering Tasks



Technology and Tools

► Entering Tasks



Technology and Tools

► Flagging E-mails

The screenshot displays the Microsoft Outlook interface. The 'Messages' menu is highlighted with a red box. The main pane shows the 'Inbox' with a list of emails. A red box highlights the 'Date: Last Week' section, which includes the email 'Chad Sc... Timesheet is up'.

Date	From	Subject	Received	Size	Categories
Date: Today					
	Tracy La...	Change in Policy	Mon 11/2...	4 KB	
	Tracy La...	Meeting Minutes Please Review by Friday	Mon 11/2...	4 KB	
	Nickolas...	Timesheet Down	Mon 11/2...	14 ...	
Date: Last Week					
	Chad Sc...	Timesheet is up	Wed 11/7...	7 KB	
	Dan Rus...	Attention: Status of Brijnet's Timesheet Applicati...	Tue 11/23...	10 ...	
	Mert Mu...	My Health Care Manager Resources	Tue 11/23...	6 KB	
	Vicky VR	Test message	Tue 11/23...	3 KB	

The 'To-Do Bar' on the right shows a calendar for November and December 2010, a meeting titled 'meeting' from 6:00 PM to 6:30 PM by Vicky VR, and a task list with 'Complete Project Administration Meeting Rep...' and 'Meeting Minutes Please Review by Friday'.

At the bottom right, the status bar shows 'Online with Microsoft Exchange'.

➤ Thank you for your time.