

**smarttime!**

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



**create time...make space**

## Take control of your day first thing in the morning!

Have you ever come into your office first thing in the morning with great intentions of getting right onto a big task or project? And then you sat down at your desk and fired up your computer and then opened up your email program – because that's what you always do? And you see that since the last time you checked your email, more have come in? So you decide to quickly handle them before you get to your big task or project? And then before you know it you're lost in the virtual jungle reading/responding/sending emails? And then you never did get to that well-intentioned big task or project because you simply ran out of time?

Whew! I know ... that's a lot of questions to process. But can you relate?

If you tend to get sidetracked by your inbox – and many do – then perhaps you may want to consider changing the startup folder from your Inbox to your Calendar.

... silence

Hmmmmmm ... revolutionary idea, I know. It's easy to do and you will truly appreciate it. It's important that the first thing you see when you open up Outlook are your commitments and appointments for the day. This sets you up for better success in actually getting stuff done.

Here's how to do it:

- 🌀 **Tools > Options > choose Other tab**
- 🌀 Under **General**, click the **Advanced Options** button
- 🌀 At the top, under **General Settings**, click the **Browse** button for **Startup in this folder**
- 🌀 Select the folder – **Calendar** – that you want Outlook to show when it launches
- 🌀 OK out

That's it! It only takes a minute or two to set this up but may save you oodles of time.

Give it a try for a week and see if it helps. What have you got to lose?

Now, get on with your day!

*Georgina*

(403) 615-4349

[info@sworganizing.ca](mailto:info@sworganizing.ca)

[www.sworganizing.ca](http://www.sworganizing.ca)

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