

I'm not a robot



details already filled out then customise it for each individual recipient instead of typing out everything from scratch every single time!22. Schedule Time For YourselfScheduling blocks of "me" time throughout each day is essential for achieving balance - whether it's taking a break from work for lunch/coffee breaks, going for walks in nature during lunchtime etc., these moments will help recharge your batteries & give you much needed perspective during stressful times!23. Create Filters to Sort EmailsFilters allow you sort incoming emails according to specific criteria - this makes finding important messages much easier & saves time scrolling through hundreds/thousands of unimportant ones - some popular filter criteria include sender name/address/domain name etc.24. Save time with Quick PartsCreate Quick Parts for default responses to common questions, frequently sent emails and more.Highlight the text you want to save in the body of the email and click insertClick Quick Parts and select Save Selection to Quick Part GalleryGive the text a name and add a descriptionHow to use:Click inside the body of the emailClick insertClick Quick Parts and select the Quick Part you want to insertVoila! The pre-written text will appear in your email, which can be edited and customised if needed.25. Multiple Time ZonesIf you work across multiple time zones and always check google for the time, Outlook can help by showing two or three time zones in your calendar at the same time.Go to: File Options Calendar Time Zones Show a second time zoneBoth times will show in your weekly view.

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