



Gaining Your Effective EDGE

with iPhone® & Microsoft Outlook®

iPhone Best Practices

Just as we say with Outlook, *WE are* in charge of our tools, **not** the other way around! When we allow the tool to take over our lives, there's a cost. You can regain control over your iPhone by making a few adjustments:

How to turn off email notifications:

On the Home Screen tap Settings, then tap Sounds.

Scroll down to New Mail and tap Off.

This is equivalent to turning off the email notification pop up in your email. Now, you won't be distracted by a chime with each new email that arrives in your inbox. Remember, you get to control when you look at and process the email. To turn off the icon that lets you know how many unread messages you have:

Go to Settings, then Notification Center. Scroll down the list and go to Mail. Change the Badge Icon to Off.

Setting Up Your Email

When setting up your email account on your handheld, always consult your IT Department and for additional assistance we recommend reviewing the Windows Mobile email set up Help Page at <http://www.microsoft.com>

Working with Tasks:

When it comes to synchronizing Outlook with our iPhones, the compatible apps are Calendar, Contacts, Notes and Email Inbox. Your Tasks in Outlook will show up in your Reminders application native to your iPhone, however, they will not be categorized and you will not be able to change the way they show up in reminders - the order is random. Fear not- we address a solution for this below.

Since Tasks synchronize between Outlook and your iPhone, “when you think it, ink it” in your iPhone even if you’re on the go. This is GREAT news! Remember the conscious mind can only hold a few things at any time, before one of those few things drops back to our unconscious mind.

If you are using the native *Reminders* app that comes with your iPhone, here’s how to add a new task: Scroll to the very bottom of your list, tap in the blank space and enter your task.

As of April, 2015, the *Reminders* app does not allow us to categorize the tasks we add or view the list grouped into categories. But fear not. There is a solution to this for those of you who, like us, *must* have our categories.

We evaluated numerous productivity applications for synchronizing our categorized Tasks with Outlook. Of these, we recommend an app called **Task Task**, which is around \$6 and worth it if you want to see those tasks, grouped into categories. With this app, you are able to enter a due date as well. Be sure to check with your IT department and make sure the use of third party apps is allowed before purchasing.



Processing Email:

Using your iPhone you can easily accomplish three of the four D’s for processing your email: Delete, Do it and Delegate. To accomplish the 4th, Defer, we have a bridge solution as there is not currently a way to move a fully functional email into a task.

Here are more details on how to perform the D’s in your email on the iPhone.

Delete

We know you know how to do this... but how *well* do you do this? Remember 4 out of 5 pieces of information we keep, we don't look at again.

Do It

Take action right then and there, as you have the email open, if you believe your reply time would take two minutes or less.

Delegate

From within the inbox, scroll directly to the left on the email you wish to forward and press More. You will see a menu pop up with the Forward option. Before you just fire off that email, pause and take the time to spell out the specific details the person would need to complete the request successfully. You want to include all necessary information to reduce unnecessary back and forth emails.

Don't forget, if you no longer need the email to which you replied, delete it immediately. If you want to track the email in your 'Waiting For' category, refer to our recommendation on Deferring below.



Alumni Support

EDGE for Professionals alumni have access to practical, useful and inspiring support through our Alumni Support web page.

Alumni can also sign up for our free, one hour, info-packed EDGE refresher webinars. Reclaim your time, eliminate stress and boost your energy.

To learn more about our support materials and webinars, visit:

<http://effectiveedge.com>

Defer

You may not want to do more complex tasks, like review a detailed spreadsheet or read a long document on your phone. Instead you may want to defer those actions associated with that email to your Task list, for attention when you return to your office.

Unfortunately from our iPhones we cannot defer email to our Task list like we can when we're in Outlook.

We recommend creating a 'bridge' with a folder in your inbox, to temporarily hold our items needing to be deferred, until back in the office.

To do this: Create a *'mobile defer'* folder under your Inbox and not under a PST or archive folder.

This way you will have access to it from your iPhone. The reason for the period, as you may remember, is to override the alphabetical order and elevate this folder to the top of your list, so you will see it as soon as you're back in your Outlook.

Now, when processing email from your phone, you can MOVE these emails out of your inbox avoiding wasted time re-reading them - and still manage a clean inbox while on the road so you don't come back to the big pile!

When you are back in Outlook, you will be able to take the time to properly Defer each of the emails into a Task, then give it a category, due date and an action-oriented subject line.

Gaining Your Effective EDGE

With iPhone® & Microsoft Outlook®

iPhone Best Practices



Outlook Today:

The good news is your iPhones have something similar to

Outlook Today! From the top of your home screen,

swipe down. You can now see your daily appointments

and tasks due for the day. How neat is that? Use this to

keep focused and on time when it seems like the day is flying by!

Your iPhone can be a very useful extension of

your EDGE System. It allows you to access many

of the components of your EDGE system.

We hope this helps you keep your productivity

high and stress levels low- using your time

most effectively, even while you're on the go!

Begin your day
deliberately by reviewing
your Calendar and Tasks
at the start of each day

More Information at

<http://effectiveedge.com>

