

Outlook: Efficiency Checklist

“Your monetary deficiencies equate to your business inefficiencies.”

—Chuck Bauer

Name: _____

Company: _____

Position: _____

Cloud Name: _____

Date: _____

Inbox	Deleted	Junk	Outbox	Inbox Items	Pink Slips
Call Recap	Deadlines	Covideos	Mobile Covideos	Screencasts	WebEx
Competitive Adv.	E / U / NU	Sent Folder	Email Signatures	Calendar View	Print Daily Calendar
Set Calendar Appts.	Structured Week	Birthdays	Anniversaries	Contact File Tree	_____

Comments:

Overall Grade

Work Smarter, Make More Money, Take More Quality Time Off!



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