



Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized

By Sally McGhee

Microsoft Press. Paperback. Book Condition: New. Paperback. 368 pages. If you're bogged down by unrelenting e-mail messages, conflicting commitments, and endless interruptions, it's not too late to reclaim control of your workday and take back your life! By applying the same time management and productivity techniques used by leading companies, you can better manage all of your communications, action items, and interactions. In this book, productivity expert Sally McGhee shows you how to take control and reclaim something you thought you had lost forever: your work-life balance. Now you can benefit from Sally's popular and highly regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments by using the latest productivity features in Microsoft Office Outlook 2007. Learn the proven methods that empower you to clear away distractions and loose ends and focus on what's really important to you and your business. You will discover what defines, and what limits, your personal productivity and learn how to create your own management system. Examine how you collect and store information, process and organize your e-mail messages for efficiency, and plan and prioritize with the calendar features in Office Outlook 2007. Learn...



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