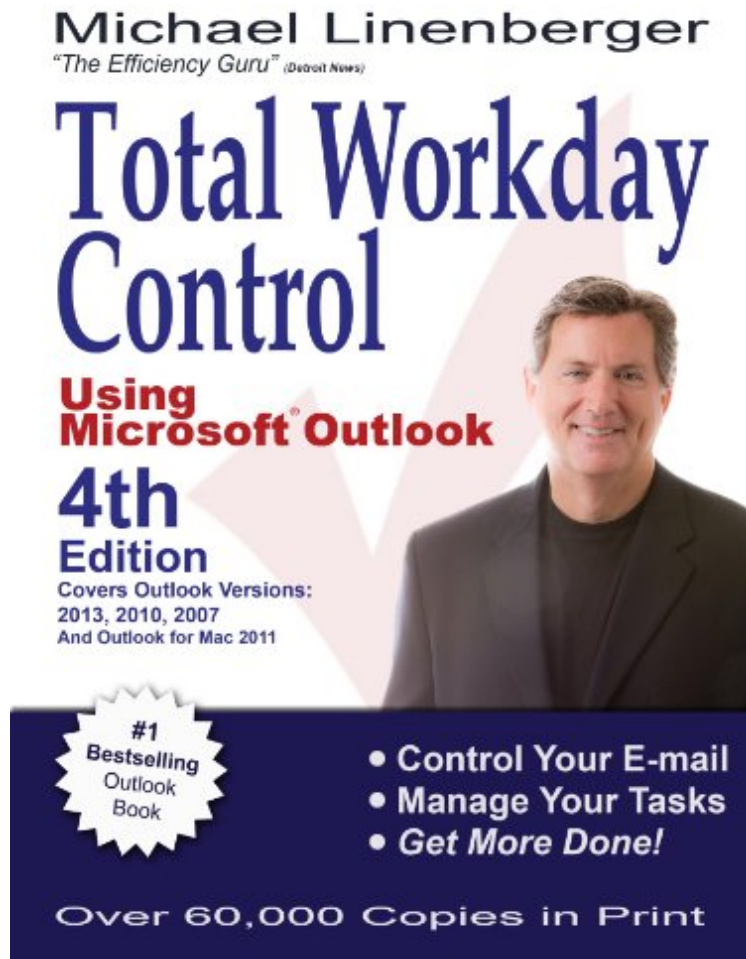


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Total Workday Control Using Microsoft Outlook

Michael Linenberger

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Michael Linenberger : Total Workday Control Using Microsoft Outlook before purchasing it in order to gage whether or not it would be worth my time, and all praised Total Workday Control Using Microsoft Outlook:

14 of 14 people found the following review helpful. What an outstanding reference...By shipscaI have used Outlook for a very long time. I have followed the author for a number of years and I always learn something and improve on my system of organization in Outlook from his books. But I have to say, he has really outdone himself with this 4th Edition. I found myself fascinated with the depth of knowledge with the Outlook software. I have found over the years a number of nagging issues with the program, so it was a real bonus to have those issues addressed in this book. I read it cover-to-cover; did not want to miss a drop. Not only have I improved time management, but my knowledge of this fairly complex, and powerful piece of software has greatly improved. And believe me I have read a number of Outlook books over the years; nothing compares. Thank you Mr. Linenberger.10 of 10 people found the following review helpful. Incredibly useful framework for organizing workflow - well worth spending the money and the timeBy

magis00I am your standard white collar office worker (a "knowledge worker") faced with a wildly variable scope of projects -- most falling in between easy one-off tasks and legit full-blown projects. I get 100 emails a day, and have easily 50 tasks on my to-do list at any given time. This book helped me structure the craziness, and after using this approach for a month I have confidence that things I send to "future Patrick" will come back to me when I need them to. Nothing slips through the cracks, and the torrential inflow of emails is under control and managed efficiently. I like this book as an improvement on GTD, because it channels most of the same ideas through Outlook and is premised on the idea that email is the medium through which I get most of my work tasks. I agree with the first dude whose review said it sounds cliché, but this book changed his life. Mine too. 1 of 1 people found the following review helpful. Game changer. By deuceduce This book I bought on a whim while looking for something else entirely. Like many people, I know how to use Outlook well and have been for many years, but never have been taught a formal "process" for managing floods of emails and tasks. To that end, this book is a game changer. I think the book paid for itself in the first day. I no longer worry about really important tasks getting lost in an inbox 100 ft deep. At the end of every day, my inbox is literally empty. And the anxiety of looking at overdue tasks in red and having to sift through a lot of tasks that aren't due for a number of weeks are things of the past. Don't even think twice- but this book. I am sure there are other systems out there that work just as well if not better. But if you don't have a system, try this one. Easy to read. Step by step diagrams on how to finetune your Outlook software. You don't have to be an Outlook pro to benefit from this. Quite the contrary. Have found not one error in the book. Online explainer videos, some of which are free

In this new fourth edition, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new Outlook versions for the PC and Mac, including Outlook 2013, 2011, 2010, and 2007. This seminal guide presents the author's best practices of time, task, and e-mail management, drawing from time management theories and applying these best practices in Microsoft Outlook. Anyone who finds they are overburdened by e-mail or working too late each day will benefit from this book.

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Called the "Efficiency Guru" by The Detroit News, Michael Linenberger has been a management consultant and technology professional for more than 20 years. Formerly a V.P. at Accenture and head of the IT department at US Peace Corps, Michael now helps businesses learn his techniques of increasing workday productivity.