

Total Workday Control Using Microsoft Outlook

Michael Linenberger



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In this new third edition, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new version 2010 release and the new Outlook for Mac 2011. Outlook 2007 and 2003 are also covered. 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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