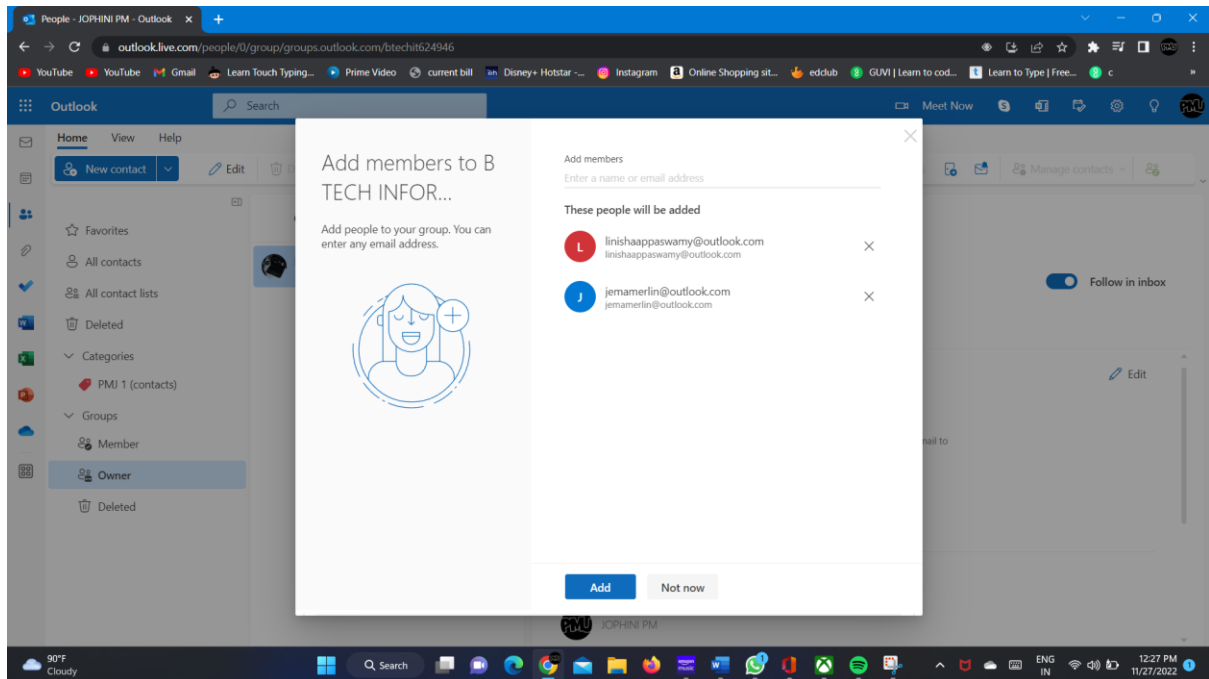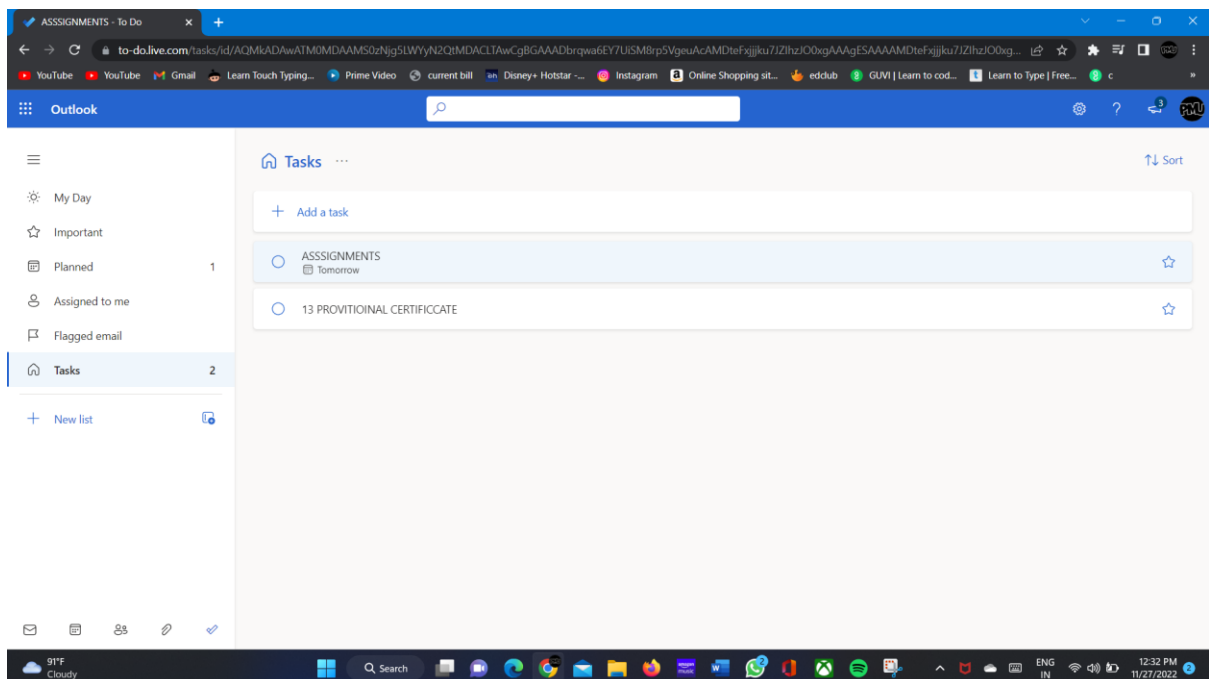# 1.ADD CONTACTS OF 3 OF YOUR TEAM MEMBERS IN PEOPLE

2.CREATE A TASK LIST AND ASSIGN TASKS

3.ADD RULES IN YOUR OUTLOOK FOR INCOMING IMPORTANT MESSAGES AND MESSAGES FROM A CERTAIN RECIPIENT