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Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life

By Holger Woeltje, Lothar J. Seiwert

Microsoft Press,U.S., United States, 2011. Paperback. Book Condition: New. 224 x 186 mm. Language: English . Brand New Book. Take charge-and create an effective balance between your work and personal life with the help of Microsoft Outlook. In this practical guide, two experts teach you a proven time-management system, showing you how to set and manage your priorities with custom modifications to Outlook. Sharpen your focus, combat distractions-and manage your time with complete confidence. Get the skills to take control of your schedule * Organize email in a systematic way and keep your inbox clean * Schedule time for productivity-and defend it against interruptions * Apply Outlook filters to help you manage tasks and projects * Make time for family and fun-plan your work and private lives together * Use Outlook with Microsoft OneNote to capture ideas and set goals * Learn effective time management techniques with practical examples.



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