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EFFECTIVE TIME MANAGEMENT: USING MICROSOFT OUTLOOK TO ORGANIZE YOUR WORK AND PERSONAL LIFE

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PHI Learning, 2012. Softcover. Book Condition: New. First edition. Description: 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 Contents: Foreword ix Acknowledgments xi Introduction xiii Chapter 1 How Not to Drown in the Email Flood Chapter 2 How to Work More Effectively with Tasks and Priorities Chapter 3 How to Gain More Time for What?s Essential with an Effective Week Planner Chapter 4 How to Make Your Daily Planning Work in Real Life Chapter 5 How to Schedule Meetings So They Are Convenient, Effective, and Fun Chapter 6 How to Use OneNote for Writing Goals, Jotting Down Ideas, and Keeping Notes Chapter 7 How to Truly Benefit from This Book Appendix A Recommended Reading Index Printed Pages: 268.

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