

Conquer Email Overload with Outlook 2007, 2010, 212 pages, Peggy Duncan, 0967472873, 9780967472874, P S C Press, 2010

A time management expert who teaches Outlook to busy people explores how it can be used to manage your whole life. Written in plain English in a logical order that will help you breeze through email, manage tasks, maintain a busy schedule, and stay in contact with your network. First, you'll learn how to move from one message to the next, finish quickly, and free up more time for other important projects. Next, you'll explore Tasks and how to manage and remember work you do every day. After that, you'll use Calendar to stay on schedule with work, appointments, meetings, and events. Then, you'll move to Contacts and stay connected with everyone in your network. To help you keep up with tidbits of information you may have scattered everywhere, you'll learn how to use electronic notes and integrate them throughout Outlook. Next, you'll discover maintenance tips for keeping Outlook running smoothly. And finally, you'll incorporate an email policy for your organization that will keep you out of trouble. And mixed throughout all of this are time management principles to use every day.

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