



# **Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other)**

*Sally McGhee*

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Unrelenting e-mail. Conflicting commitments. Endless interruptions. In *Take Back Your Life!*, productivity expert Sally McGhee shows you how to take control and reclaim something you thought you'd lost forever—your work-life balance. Now you can benefit from Sally's popular and highly regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments using the productivity features in Microsoft Outlook.

Learn the proven methods that will empower you to:

- Clear away distractions and loose ends and focus on what's really important to you and your business.
- Take charge of your productivity using techniques and processes designed by McGhee Productivity Solutions and implemented in numerous Fortune 500 companies.
- Customize and exploit the productivity features in Microsoft Outlook to help you create balance at home and on the job.

When you change your approach, you can change your results. So learn what thousands of Sally's clients worldwide have discovered about taking control of their everyday productivity—and start transforming your own life today!

Covers Microsoft Office Outlook 2003, Outlook Version 2002, and Outlook 2000

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