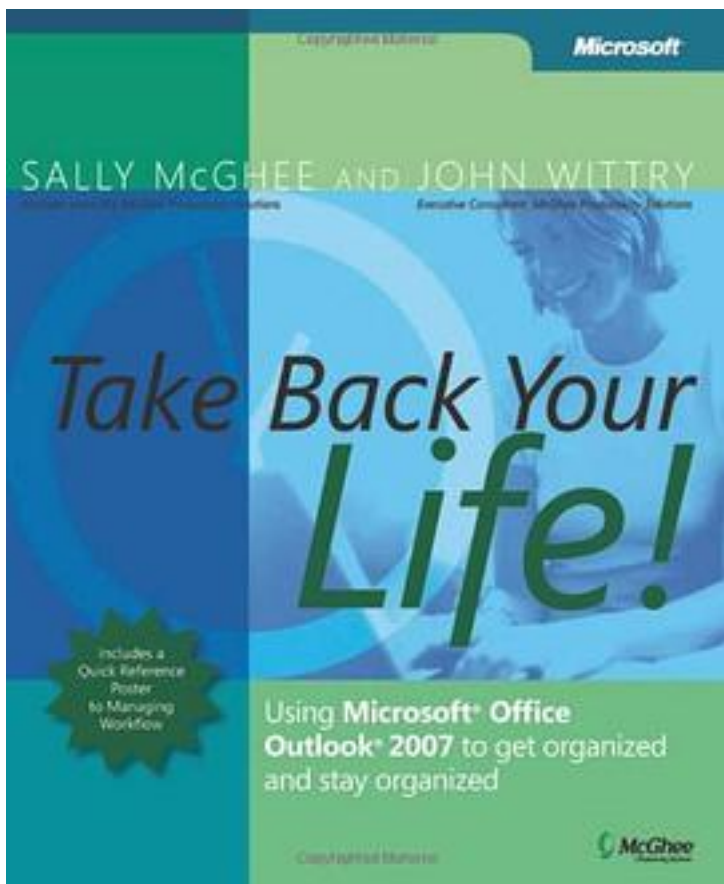


Take Back Your Life!



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出版者:Microsoft Pr

出版时间:2007-6

装帧:Pap

isbn:9780735623439

在线阅读本书

If you're bogged down by unrelenting e-mail messages, conflicting commitments, and endless interruptions, it's not too late to reclaim control of your workday and take back your life! By applying the same time management and productivity techniques used by

leading companies, you can better manage all of your communications, action items, and interactions. In this book, productivity expert Sally McGhee shows you how to take control and reclaim something you thought you had 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 by using the latest productivity features in Microsoft Office Outlook 2007. Learn the proven methods that empower you to clear away distractions and loose ends and focus on what's really important to you and your business. You will discover what defines, and what limits, your personal productivity and learn how to create your own management system. Examine how you collect and store information, process and organize your e-mail messages for efficiency, and plan and prioritize with the calendar features in Office Outlook 2007. Learn what thousands of people worldwide have discovered about taking control of their everyday productivity, and start transforming your own life today! Includes a tear-out poster of the proven McGhee Productivity Solutions Workflow Model suitable for keeping right next to your desk.

Helps you understand what defines, and what limits, your personal productivity

Demonstrates how to make Office Outlook 2007 part of an effective and highly personalized system for managing the constant stream of information that flows across your desktop

Delivers the same powerful personal organization techniques from a popular corporate training class taught in some of the world's most successful companies

Offers an engaging, easy-to-read style for users of all levels

Applies concepts and models from the fields of behavioral psychology and education

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