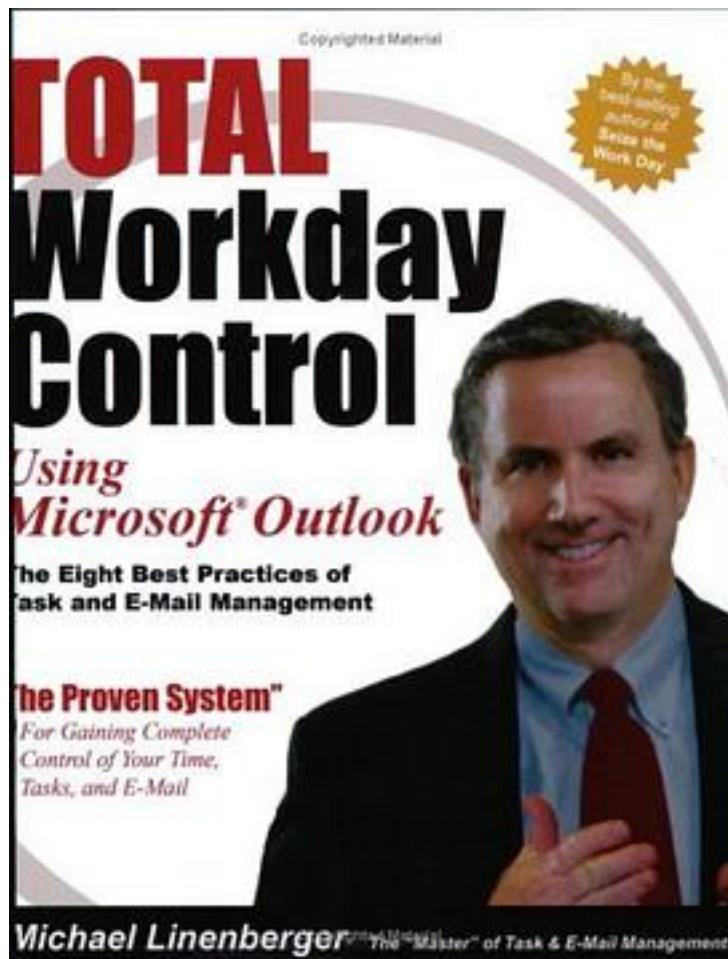


# Total Workday Control Using Microsoft Outlook



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Total Workday Control Using Microsoft Outlook is a book for the over-extended office worker whose workday is out of control. It shows how to regain command of an over-committed workday and an overflowing, unmanaged e-mail in box. It does this by

teaching the author's eight best practices of time, task, and e-mail management, and showing how to implement these in Microsoft Outlook.

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