

E-mail Management



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著者:Flynn, Nancy

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E-mail is very much an integral part of business communication today. Originally intended as a productivity-enhancing, time-saving tool, e-mail has evolved into a time-consuming, productivity-draining obligation that takes up much of our time and attention during business and personal hours. E-MAIL MANAGEMENT was written to

help you regain control of e-mail. The 50 tips in this book will help you learn how to manage your inbox, use Microsoft Outlook's time-saving features, limit your personal use, and incorporate productivity-enhancing policies in your workplace.

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