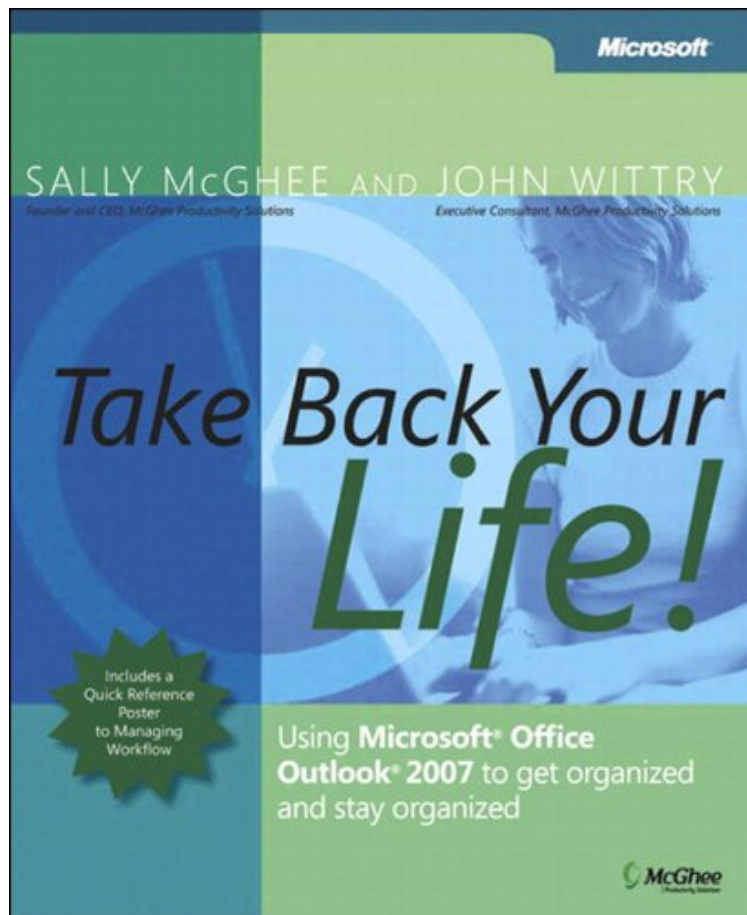


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## Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized (Business Skills)

Von Sally McGhee, John Wittry  
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**Von Sally McGhee, John Wittry : Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized (Business Skills)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized (Business Skills):

KundenrezensionenHilfreichste Kundenrezensionen0 von 2 Kunden fanden die folgende Rezension hilfreich. Clear your MindVon DirkDas Buch hat mein Leben umgekrempelt. Vom Chaos "Ich hab alles im Kopf" zum "Ich habe den Kopf frei" fr neue Ideen. Ein phantastisches Gefhl wenn man es erstmal umgesetzt hat. Denn wenn du etwas ndern willst, mut du es anders machen!

Kurzbeschreibung Take control of the unrelenting e-mail, conflicting commitments, and endless interruptions and take back your life! In this popular book updated for Microsoft Office Outlook 2007, productivity experts Sally McGhee and John Wittry show you how to reclaim what you thought you'd lost forever your work-life balance. Now you can benefit from McGhee Productivity Solutions highly-regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments using Outlook 2007. Empower yourself to: Clear away distractions, tie up loose ends, and focus on what's really important to you. Take charge of your productivity using techniques designed by McGhee Productivity Solutions and implemented by numerous Fortune 500 companies. Balance your home and work priorities by exploiting the enhanced productivity, organizational, and search capabilities in Outlook 2007. Go beyond just coping and surviving to taking charge of your time and transform your life today!

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