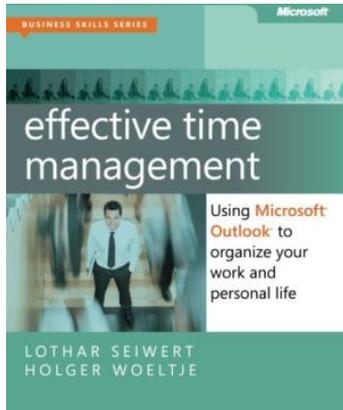


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# EFFECTIVE TIME MANAGEMENT: USING MICROSOFT OUTLOOK TO ORGANIZE YOUR WORK AND PERSONAL LIFE (PAPERBACK)



Microsoft Press,U.S., United States, 2011. Paperback. Book Condition: New. 224 x 186 mm. Language: English . Brand New Book. Take charge-and create an effective balance between your work and personal life with the help of Microsoft Outlook. In this practical guide, two experts teach you a proven time-management system, showing you how to set and manage your priorities with custom modifications to Outlook. Sharpen your focus, combat distractions-and manage your time with complete confidence. Get the skills to take control...

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- Authored by Holger Woeltje, Lothar J. Seiwert
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