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EFFECTIVE TIME MANAGEMENT: USING MICROSOFT OUTLOOK TO ORGANIZE YOUR WORK AND PERSONAL LIFE



PHI Learning, 2012. Softcover. Book Condition: New. First edition. Description: 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 of your schedule ? Organize email in a systematic...

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