



# Total Workday Control Using Microsoft® Outlook

By Michael Linenberger

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In this new fourth edition, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new Outlook versions for the PC and Mac, including Outlook 2013, 2011, 2010, and 2007. This seminal guide presents the author's best practices of time, task, and e-mail management, drawing from time management theories and applying these best practices in Microsoft Outlook. Anyone who finds they are overburdened by e-mail or working too late each day will benefit from this book.

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#### **Review**

- "Drowning in e-mail? Take this advice from author and workplace efficiency expert Michael Linenberger..." —CourierPost Online
- "If your Inbox has become a source of anxiety and stress... Michael Linenberger... has the solution" —Investor's Business Daily
- "It's not spam or cc'd mail that slows down your e-mail processing..." (this book shows how to fix it) —Fast Company
- "The system is easy to use... it works, it's not hard" —Kurt Andrews, WIMO-AM Atlanta News Talk Radio

#### **About the Author**

Called the "Efficiency Guru" by The Detroit News, Michael Linenberger has been a management consultant and technology professional for more than 20 years. Formerly a V.P. at Accenture and head of the IT department at US Peace Corps, Michael now helps businesses learn his techniques of increasing workday productivity.

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