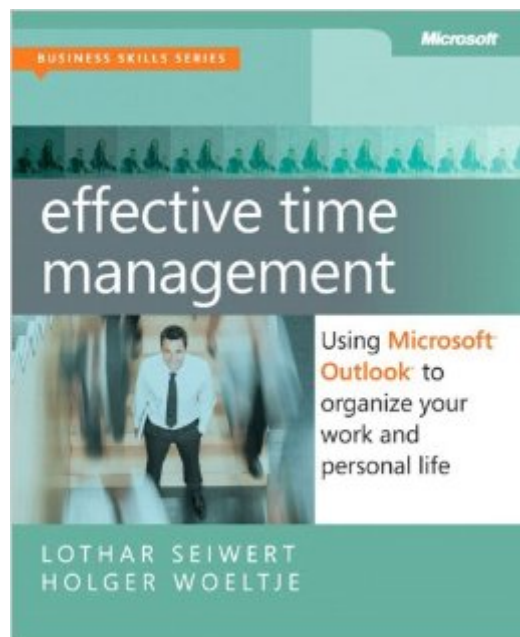


The book was found

# Effective Time Management: Using Microsoft Outlook To Organize Your Work And Personal Life (Business Skills)



## Synopsis

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 way and keep your inbox clean Schedule time for productivity and defend it against interruptions Apply Outlook filters to help you manage tasks and projects Make time for family and fun plan your work and private lives together Use Outlook with Microsoft OneNote to capture ideas and set goals Learn effective time management techniques with practical examples

## Book Information

Series: Business Skills

Paperback: 272 pages

Publisher: Microsoft Press; 1 edition (October 6, 2011)

Language: English

ISBN-10: 0735660042

ISBN-13: 978-0735660045

Product Dimensions: 7.4 x 0.7 x 8.9 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars See all reviews (7 customer reviews)

Best Sellers Rank: #1,177,032 in Books (See Top 100 in Books) #59 in Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #113 in Books > Computers & Technology > Software > E-mail #958 in Books > Business & Money > Skills > Time Management

## Customer Reviews

In their book Effective Time Management - Using Microsoft Outlook to Organize Your Work and Personal Life, the authors Lothar Seiwert and Holger Woeltje provide a practical guide to using Outlook (as well as OneNote) to create a time-management system. Simply said, they teach you how to become more structured and organised when using Outlook to manage email, tasks, and appointments. What I really like about this book is that it covers Office 2003, Office 2007, and Office 2010! While Office 2010 is already around for some time, a lot of companies and people still use Office 2007 and even Office 2003. So, even if you have one of the older versions, don't worry, this

book gives you detailed instructions on how to do things, such as setting up views in all 3 versions of Outlook. As for the content, I have to say that I didn't benefit much from it, as I already used most of the advice contained in this book. However, if so far you're using only 'standard' Outlook, meaning you don't let Outlook filter emails for you, you don't create different views for your tasks to get a better overview of what is the most important thing to do, or you don't categorise your appointments to get a better overview of your week, this may be just the right book for you. You will get to learn how to approach each of the facets of Outlook (email, tasks, appointments) and get the most out of them to become more productive, both with techniques ("choose the most important thing that you would do if you could choose only one from your tasks, assign it #1. Then, continue with the others") and 'implementation info' (for example how to customise views so that you get a better overview of your tasks). Overall, it's a very solid book with useful advice, but nothing really new for people who already looked at time-management methods and use them.

Despite the book on time management with Outlook<sup>®</sup> being under 300 pages, reviewing took quite awhile. I mention that because that is likely what many readers will find. I kept returning to implement. *Effective Time Management: Using Microsoft<sup>®</sup> Outlook<sup>®</sup> to Organize Your Work and Personal Life* is just what it says. However, it could use an additional subtitle about changing everything about how you handle your desk and computer. To receive the book's substantial value, you cannot just take a tip here and another there. You have to change the way you receive, read and send email, how you plan, attend or conduct meetings, and master the to-do and journal functions many Outlook owners do not know of or use. Time-management guru Lothar Seiwert and productivity expert Holger Woeltje show specifically how to do all of that. They lay out the problems, describe the concepts for those and their solutions, provide real-world examples of best practices, and give step-by-step description of how to do it yourself. People who feel harried and overwhelmed by information and tasks coming at all times from all directions can get tremendous help here. All it takes is looking at each aspect of the business day in a new framework and then implementing better systems to deal with them. It is not at all simple, but the authors put it all right there in front of you. By the way, as a technical writer, I also appreciated their index. That often contracted-out weakest aspect of technical books is actually useful in this one. For example, it uses concepts instead of just the precise words Microsoft and the authors use. The authors do not stint on any area. They separate these into email, tasks, weekly planning, daily planning, meetings and goals. Each gets the full problems, solutions, examples, and procedures treatment. If you thought you understood what you face everyday, know that they have made a deeper analysis. You may find

yourself skimming the examples, with their generalized, bullet-point concepts. That will be OK, because they lead you into the procedures, which is the essence of each area. If you think you do not have time to upgrade the way you work, you are likely to conclude you must take that time, so you will end up in much greater control of your job. One of the best aspects along the way is that the pair introduces and explains how to use Outlook features invisible to and unused by many owners. Think block building and journal use, and how to get the most out of OneNote. As an aside, it is possible to use other productivity tools than Outlook. The authors do not generalize to those. They do show why they have found what they need in Outlook.

*Effective Time Management: Using Microsoft® Outlook® to Organize Your Work and Personal Life*  
Lothar Seiwert, Holger Woeltje  
Microsoft Press, Redmond, WA  
October 2011  
Pages: 272  
ISBN-10: 0735660042  
ISBN-13: 978-0735660045

*Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life (Information Worker)*

This book deals with the reality of application. I love the specific examples and the You-Try-It section. (In my experience as an Outlook/OneNote educator, the biggest issue isn't the software, it's helping users implement it.) This book also has a tidy, well organized presentation style. It's friendly, comprehensive, appealing and respectful. I would love to see the authors tackle a book about online collaboration using OneNote Outlook and Sharepoint/Wordpress. I'm adding MindJet to that mix as well. How about it guys?

this was a quick read and focused more on time management suggestions than outlook, but a couple of the tricks I learned here were explained better than in some other books I have read on outlook,, so it was definitely worth reading.

I loved it. Mainly because of the system it describes, right up my alley. It works and it moves you forward in your Endeavour to be more efficient

This book has a practical approach with all the needed functions of outlook & onenote. I suggest to people who are burdened with email piles,

Very helpful and useful book!!! Must have for anyone needing time management and scheduling in one place!!! Must buy this book asap!!!

[Download to continue reading...](#)

Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life (Business Skills) Leadership: Management Skills, Social Skills, Communication Skills - All The Skills You'll Need (Conversation Skills, Effective Communication, Emotional ... Skills, Charisma Book 1) Time to Get Things Done: Beat Procrastination, Stop Being Lazy, Take Actions, and Master Your Life in 24 Hours (2nd Edition) (Organize Yourself, Organize ... Self Organization, To Do List Book 6) Communication Skills: 101 Tips for Effective Communication Skills (Communication Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills) Organize Your Life, How To Be Organized, Productive & Happier In Life, Declutter Your Home and Be Productive at Work. (How to plan your life, Get Organized Book 1) Work Clean: The life-changing power of mise-en-place to organize your life, work, and mind Outlook 2016 For Dummies (Outlook for Dummies) Occupational Outlook Handbook (Occupational Outlook Handbook (Paper-Claitor's)) Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Leadership: Become A Super Leader - Management, Management Skills, Communication & Coaching (Business Skills, Influence, Persuasion, Body Language, Leadership Skills, Emotional Intelligence) Total Workday Control Using Microsoft Outlook How to Be a Good Leader: The Ultimate Guide to Developing the Managerial Skills, Teamwork Skills, and Good Communication Skills of an Effective Leader Business Plan: Business Tips How to Start Your Own Business, Make Business Plan and Manage Money (business tools, business concepts, financial freedom, ... making money, business planning Book 1) Organize Tomorrow Today: 8 Ways to Retrain Your Mind to Optimize Performance at Work and in Life Tame Your Gmail in 5 Easy Steps with David Allen's GTD: 5-Steps to Organize Your Mail, Improve Productivity and Get Things Done Using Gmail, Google Drive, Google Tasks and Google Calendar Social Skills - Social Fluency: Genuine Social Habits to Work a Room, Own a Conversation, and be Instantly Likeable...Even Introverts! (Communication Skills, Small Talk, People Skills Mastery) Unstuff Your Life: Kick the Clutter Habit and Completely Organize Your Life for Good MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams (MOS Study Guide)