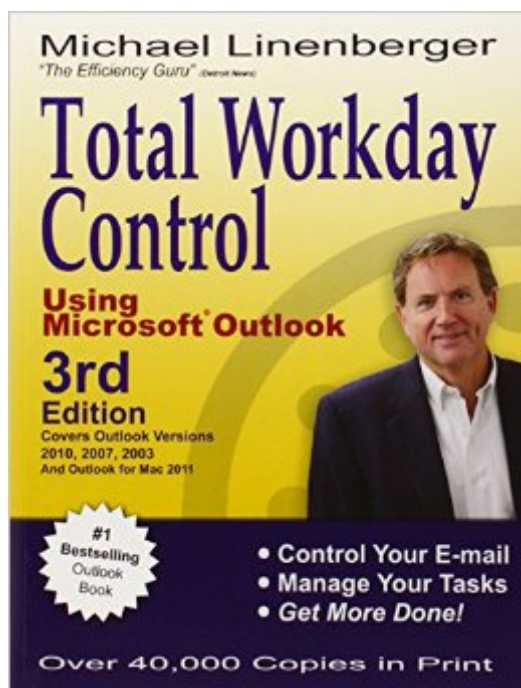


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# Total Workday Control Using Microsoft Outlook



## Synopsis

In this new third edition, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new version 2010 release and the new Outlook for Mac 2011. Outlook 2007 and 2003 are also covered. 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.

## Book Information

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Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (155 customer reviews)

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## Customer Reviews

This book is best used after working through one or two more generic workflow systems like David Allen's *Getting Things Done* and Sally McGhee's *Take Back Your Life!* The reason is that Linenberger's approach tends to assume mastery of those core skills and then take its reader deeper into somewhat technical aspects of Outlook's impressive capabilities. *Total Workday Control* teaches the reader how to exploit a powerful piece of software. You'll need to look elsewhere for the personal work and life management skills that will make Linenberger's work helpful. He mentions these repeatedly and briefly, but not in enough depth to facilitate the kinds of change that most of need to implement in our lives. Because of the semi-technical nature of the book, the best way to provide the prospective reader with an idea of what he or she is considering buying is a chapter-by-chapter review. Linenberger leads off by making his claims for how *Total Workday Control* will make you better ('*Gaining Workday Control*', pp. 9-22). Like Allen and McGhee, he

chooses a bottom-up rather than top-down approach to gaining control of the information that bombards us. This is a worthy tactical decision, though in my judgment it needlessly discards the huge value that lies in engaging in a top-down review of one's life, values, and goals at the same time. In my own experience, employing both methods with a good coach produces the deepest change, a service that I will offer to executives under the 'Cantabridge' label beginning in 2007. Chapter two introduces the best practices that lie at the core of Linenberger's approach and provide its coherence ('The Best Practices of Task and E-Mail Management', pp. 23-39).

In "Total Workday Control," Linenberger provides a very readable, very practical guide for getting and maintaining control over the daily deluge of emails and tasks many of us contend with. He does this by sharing eight best practices of task and e-mail management and then showing how to reconfigure Outlook so you can implement these best practices (you'll have to read the book to find out what they are!). Gratefully, he has avoided abstract philosophical jargon and discussion about personal productivity--he just jumps in there with solid, usable principles and advice. My kind of writer. Linenberger draws on his own extensive management and technology experience as well as the wisdom of other productivity thinkers as the basis for his eight best practices. If you're familiar with David Allen's "Getting Things Done" (GTD) approach or with the FranklinCovey productivity model, then you'll recognize their influence here (and appropriately credited). Linenberger's explanation of these eight best practices leaves the reader encouraged to believe that he/she can actually implement these practices in the real work world. The bulk of the book focuses on implementation. His assumption is that the reader has a basic familiarity with Outlook but does not know how to best configure Outlook for real effectiveness. Linenberger's "nuts-and-bolts" instructions are very clear and helpful; his guidelines for handling e-mail and his discussion about delegating are alone worth the price of the book. I think of equal value to me is the extremely practical discussions about how his approaches really play out in the daily routine of work.

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