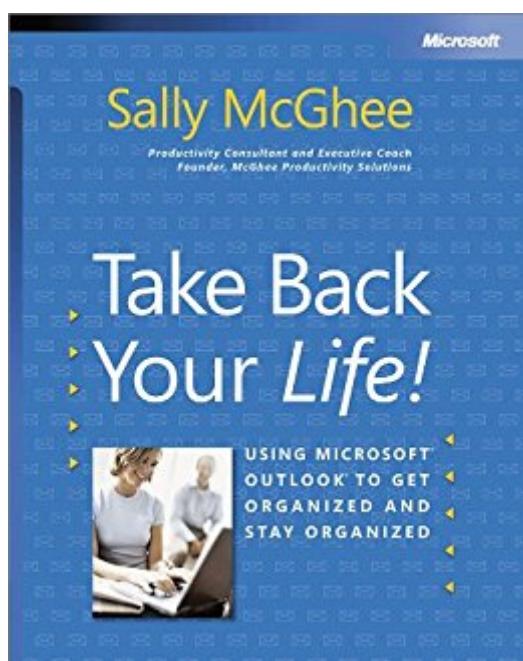


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# Take Back Your Life!: Using Microsoft Outlook To Get Organized And Stay Organized: Using Microsoft(r) Outlook(r) To Get Organized And Stay Organized (Bpg-Other)



## Synopsis

Unrelenting e-mail. Conflicting commitments. Endless interruptions. In *Take Back Your Life!*, productivity expert Sally McGhee shows you how to take control and reclaim something you thought you'd lost forever—“your work-life balance. Now you can benefit from Sally's popular and highly regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments using the productivity features in Microsoft Outlook. Learn the proven methods that will empower you to: Clear away distractions and loose ends and focus on what's really important to you and your business. Take charge of your productivity using techniques and processes designed by McGhee Productivity Solutions and implemented in numerous Fortune 500 companies. Customize and exploit the productivity features in Microsoft Outlook to help you create balance at home and on the job. When you change your approach, you can change your results. So learn what thousands of Sally's clients worldwide have discovered about taking control of their everyday productivity—and start transforming your own life today!

Covers Microsoft Office Outlook 2003, Outlook Version 2002, and Outlook 2000

## Book Information

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## Customer Reviews

I was glad to read this book, it certainly gave me some ideas about using Outlook better. It soon becomes obvious that Outlook is not an "information organiser" - you have to provide the organisation with some form of process or discipline. This is the wisdom Sally McGhee tries to impart and she provides a daily method for using Outlook better. I like the way she encourages you to look at your bigger aims and to tie your personal and business activities to these. Her focus is refreshing because she puts your outcomes first, and the tool second. What do you want to achieve this year? How does each daily task relate to my bigger objectives? There are many basic but true ideas in this book, such as her discussion about Collection points, supporting reference materials and so on. There are a few small problems with the book, which would be nice to see addressed in the next version. Firstly, the book is too verbose. Inside this book there's a smaller book trying to get out. While the fundamental ideas are important, there's too much preamble and repetition of concepts. This is meant to be a practical book and I found myself struggling to get to the actions. I really think it could be half the size and more beneficial. Getting organised isn't served well by a large book. Second, I suspect the author hasn't really used her method with the PocketPC, as she suggests. Being a Microsoft book, a lot is made of the synchronisation between Outlook and Pocket PC. However, a few things don't work as she describes. Her category names are too long, so they don't work on screen on the handheld device. So you use the category "Projects" instead of "Supporting Projects" and "Objectives" instead of "Meaningful Objectives", etc.

This helpful book cannot be adequately summarized except by comparison and contrast with David Allen's *GETTING THINGS DONE*. This is so for two reasons. First, McGhee claims in her acknowledgements to have co-developed the system that Allen has gone on to disseminate with extraordinary results. Second, the family resemblance between the two authors' work is obvious and suggests shared genetics, even down to the marginal quotations that are meant to inspire but which I found irksomely clichÃ©. Yet for all their similarities, McGhee and Allen have written two very different books. Allen is the poet, painting a verbal canvas in compelling tones and persuading his readers that there is a better life to be had if only one courageously confronts the changes that beckon. McGhee is the schoolteacher, detailing the nuts and bolts that take her readers to a pragmatic depth at least one level below the altitude where Allen is at his best. If your goal is to effect real change in how you manage your life, I recommend reading both books. Start with Allen for inspiration and theory. Then move on to McGhee for the tips and how to's. There's a reason, after all, why there's room in the world for both poets and schoolteachers. McGhee gives us ten chapters of nicely formatted prose, broken down into four sections that demonstrate her

indebtedness to the bottom-up approach championed by Allen: 'Laying the Foundation' (pp. 2-45), 'The Collecting Phase' (pp. 48-95), 'The Processing and Organizing Phase' (pp. 97-218), and 'The Prioritizing and Planning Phase (pp. 220-248).

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