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Setup Guide

# Gtd Setup Guide For Outlook 201

**Jim McCullen**



## **Gtd Setup Guide For Outlook 201:**

Control Your Day Jim McCullen,2013-04-02 Control Your Day CYD provides a fresh new way to manage email and tasks in Microsoft Outlook using the GTD concepts David Allen made famous in his book Getting Things Done This book presents the concepts and benefits of CYD and then provides the step by step instructions to allow you to take back control of your Email Inbox and your life The average worker spends 28% of their time on email If you were able to reduce that by just 3% through the ideas presented in this book you would get back 7 days of your life a year **Microsoft Outlook Guide to Success** Kevin Pitch,2023-10-27 **Customizing Microsoft Outlook for Efficiency** Jeffrey Blair,2020-12-09 Look at the number of emails in your inbox How many of them are unread If you are like most people the number is probably at least somewhere in the hundreds possibly more Now ask yourself how often you have forgotten to respond to someone s request for information because it gets buried Or how often have you sent a request to a coworker or customer and never heard back then forgot to follow up with them and the ball was dropped Lastly how much time do you spend each week searching for emails or attachments in those emails No doubt it is significant Not everyone has time to read a 300 page book on how the best use of a software application Because of this I wrote this guide to quickly enable the set up and use of Outlook to most effectively organize the daily deluge of emails that are sent and received This guide will show you the simple yet extremely effective methods that I have developed over the last 15 years to ensure you are using this tool to its fullest potential Other guides contain hundreds of pages and cover every detail of the software taking hours to read In contrast this guide attempts to succinctly cover the simplest yet most effective customizations After all this is about efficiency As technology becomes more pervasive in the workplace efficiency improves only if we learn to embrace it So often I see people using tools so ineffectively that little is gained from them For many companies Microsoft Outlook continues to be a staple of workplace technology however after 15 years in my professional career I have rarely seen it used to its full potential This handbook is intended for those who heavily rely on Outlook yet have not taken the time to learn how it can greatly improve your productivity making you more efficient and more accountable to yourself and those around you I believe the phrase the whole is greater than the sum of its parts applies to this handbook Implementing and perfecting each topic discussed will greatly increase your efficiency specifically if you fully employ each one I hope you enjoy it Visit [www.maximizeyouroutlook.com](http://www.maximizeyouroutlook.com) to learn more about this guide and download the macros discussed within **Outlook 2010 All-in-One For Dummies** Jennifer Fulton,Karen S. Fredricks,2010-06-25 Extensive coverage on using Microsoft Outlook to manage and organize your day As the number one e mail client and personal information manager Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e mail schedule and general daily activities with the least amount of hassle possible Comprised of ten minibooks in one and packed with more than 800 pages this All in One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version After a

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