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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

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This is the 3rd or 4th edition I've read of this book. Michael Linenberger continues to improve the system. With this edition, he adds helpful information for working the system with mobile devices and tablets.

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That's next on my list to implement. The Managing Your Now system is practical and realistic. Linenberger's system has you make easy ...

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New Academy Publishers announces the latest edition of Total Workday Control Using Microsoft Outlook, which shows it's simple to control a monster in-box and soothe workday stress by applying powerful yet simple principles inside Microsoft Outlook. New fourth edition adds coverage of Outlook 2013, tablets, smartphones, and more.

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Tiger Woods decided not to continue on  
the 11th hole. Will get to place his ball in the

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second cut Saturday morning instead of  
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