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Michael Linenberger is the reigning expert on managing e-mail and tasks using Outlook or other software (and even paper-based tools). The author of five best-selling productivity books, his newest Outlook book is Total Workday Control Using Microsoft Outlook 3rd Ed—it has been the #1 best-selling book on Microsoft Outlook for four years running.

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edition, Michael Linenberger updates his longtime #1 bestselling Outlook book to cover Microsoft's new Outlook version 365, which includes desktop Outlook 2016 Windows and Mac (and Windows Outlook 2013). This seminal guide presents the author's latest best practices of time, task, and e-mail management, applying these best practices in Microsoft Outlook.

*Total Workday Control Using Microsoft Outlook | Michael ...*

Now along comes "Total Workday Control" and I have techniques that enable me to easily adapt to all of my coworkers habits that are not convenient for me. The author has devised a system that simplifies handling all the incoming email, and turning it into tasks that are easily managed in Outlook.

*Amazon.com: Customer reviews: Total Workday Control Using ...*

Learn the Full MYN System Using Your Copy of Outlook See Michael's book Total Workday Control Using Microsoft Outlook. Now in its 5th Edition (May 2017), it has been the #1 bestselling book on Outlook for over 6 years. Use MYN to get control of your e-mail and tasks in Outlook.

*Michael Linenberger's Website*

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Dec 8, 2017 I just posted a newer PDF version of Edition 5 of Total Workday Control Using Microsoft Outlook on the book sale site and the MYN Outlook 365 Video site. There are 15 to 20 text updates...

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inexpensive route to take.

### *Outlook Classes - Michael Linenberger*

It's at the heart of Michael Linenberger's book Total Workday Control Using Microsoft Outlook. MYN is for very busy people with demanding workloads who are willing to study a bit more. MYN Builds on 1MTD, but adds much more. MYN adds features to track high volumes of tasks; if you manage more than 100 tasks at a time, you need MYN.

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"Incredible book! Well worth the price! I highly recommend it to anyone who is struggling keeping their workday under control and their Microsoft outlook email under control." Tonya K. June 25, 2013  
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Total Workday Control Using Microsoft Outlook is a book for the over-extended office worker whose workday feels out of control. It shows how to regain command of an over-committed workday and an overflowing, unmanaged e-mail in box.

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