

# Stop Wasting Time on Email!

Do you sometimes return from a meeting to find thirty new email messages in your inbox? Do you ever delete messages because you just don't have time to read them? Do you interrupt your vacation to read email so that it doesn't pile up?

Make your life better! This book shows you how to take fullest advantage of Microsoft Outlook's features to get through your electronic mail faster. You will learn how easy it is to:

- ✉ organize and prioritize your messages automatically
- ✉ get fewer and more meaningful messages
- ✉ navigate through your messages quickly
- ✉ reduce the number of messages you need to send
- ✉ improve your company's email culture

"I've been using email for ten years, so I was skeptical that this book could tell me anything I didn't know already. Much to my surprise, I found highly useful advice immediately! The first three chapters alone made a staggering difference in my efficiency."

—**Leisa Fearing**, Web Developer, elf Systems Corporation, [www.elf.net](http://www.elf.net)

"I loved the tone of the book. Sherwood's sense of humor and unintimidating writing style make this a sure winner. Its wealth of information and accessibility make it an essential read for anyone who uses email."

—**Trisha Gooch**, Editor, ibizTips, Internet Business Forum, [www.ibizhome.com](http://www.ibizhome.com)

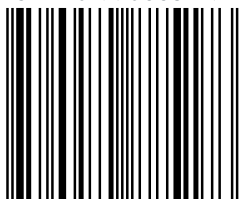
Kaitlin Duck Sherwood is an email expert and author. Her Web-based guide, *A Beginner's Guide to Effective Email*, gets over 600,000 hits per year. Her advice has also been published in newsletters, magazines, and major newspapers.

This book will help you find more time for the things you like to do. Follow its simple, step-by-step instructions and start getting rid of your electronic mail headaches today!

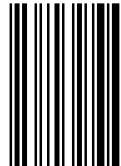


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