

GETABSTRACT REVIEW OF **Take Back Your Life!**

Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized

Productivity experts Sally McGhee and John Wittry offer step-by-step instructions on mastering Microsoft Outlook to organize your work and personal life.

STEP 1

Have your team read the [getAbstract summary](#).

STEP 2

Schedule a team meeting to discuss the questions below.

STEP 3

Have a discussion with your team.

Discussion Questions

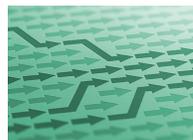
1. How does looking at a full email inbox make you feel?
2. What are the benefits of implementing a more structured form of collaboration?
3. What was your experience applying the “Four Ds of Decision Making” to your to-do list?
4. Why is it important to follow the PASS protocol when writing an email?
5. What is your main takeaway from the summary?

“Never bother to remember something that is easily accessible somewhere else.”

Take Back Your Life!

Sally McGhee and John Fabian Wittry

Additional resources



Getting Organized