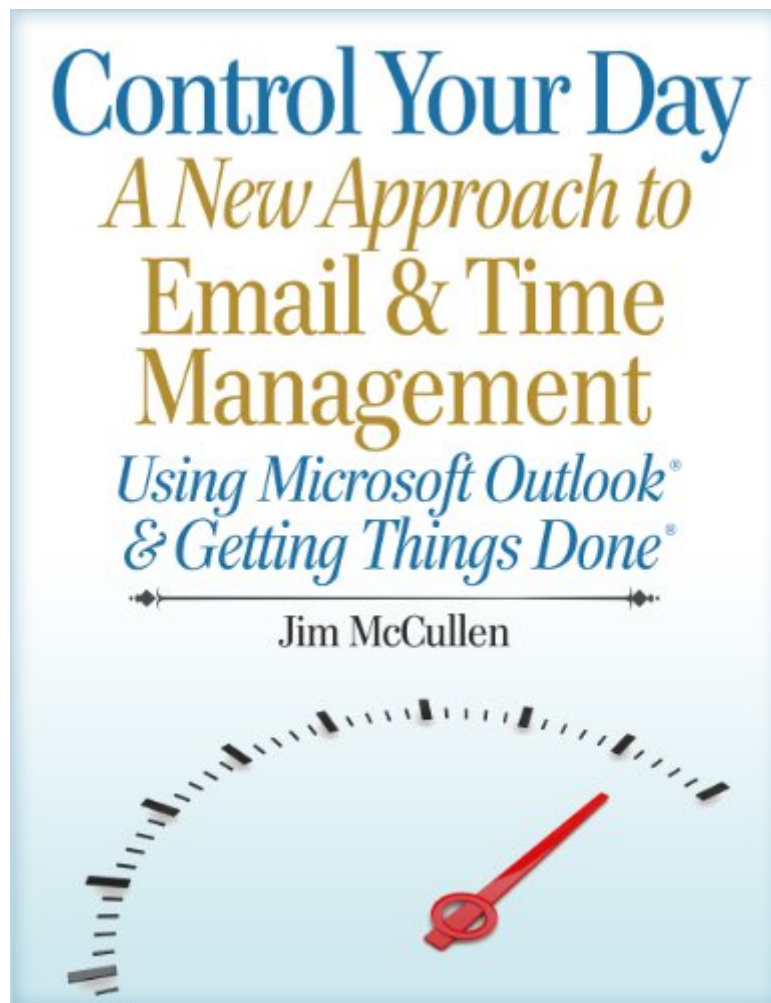


The book was found

# Control Your Day: A New Approach To Email Management Using Microsoft Outlook And Getting Things Done



## Synopsis

Struggling with email management? Is your Inbox out of Control? Control Your Day is a new and better way to manage your email using Microsoft Outlook. The system incorporates many of the productivity concepts made famous by David Allen in his book Getting Things Done (GTD). The author provides additional support through a website and Youtube videos. Download the book today to take back control of your Inbox. Note: the concepts in the book apply to Microsoft Outlook for Windows. They do not apply for outlook.com, but I am working on some workarounds to apply some of the concepts to the web version of Outlook.

## Book Information

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## Customer Reviews

Jim McCullen has developed a method for keeping control of your email inbox. Using Microsoft Outlook, Jim walks the reader through setting up a few simple views and other settings to make your Inbox sit up and behave. I have been using Jim's methodology for several years now and I am hooked. I can't control the flood of email at work without it. My biggest problem was not having a clear guide to setting it all up. This ebook is the answer. I am really glad Jim took the time to write

this book. It is nice to have all the step-by-step instructions with pictures to verify I have it done right. Working very closely with the Getting Things Done theory by David Allen, the Control Your Day system sets Outlook up in a way to work for you, instead of just becoming a pile of rotting, outdated, guilt-ridden email. Before implementing Control Your Day, my email Inbox had thousands of unread or unactioned emails, nagging at me to do something. Today? My Inbox is zero, with everything actioned, filed or planned. It takes a little getting used to, but the results are so worth it. Take the time to read the book and give it a try. I bet you'll be glad you did.

When I happened upon David Allen's GTD system I thought I'd arrived. Much angst followed. Paper, apps, systems - tried them all (well nearly!) - but always got caught up in the fact that I was limited in the workplace to what I could access - and I kept coming back to the fact that much of my work flowed through email - and therefore in my corporate world through MS Outlook. And, then I found Control Your Day. Put simply this book gives you the tools to implement GTD through outlook. It works - so get it and start getting things done. Two important points that I'd make about the book. Firstly, if you like following instructions then this is the book for you. Top to toe instructions, detailed and clear. Secondly, if you like prompts that get you thinking as to how you can adapt a system to your own workflow then this is the book for you too. I live in the second camp - and to some extent my system is quite different from that described - but I can hand on heart honestly say I wouldn't have reached this destination without the tools described in Control Your Day.

Upon finishing this book, I implemented Jim's system immediately. Using a logical and sound processing system, he details clearly how to use MS Outlook as a productivity tool that can save time, increase productivity, and eliminate stress. After just a few days of using the CYD system, I saw drastic improvements in my productivity and organization. No longer am I reading the same e-mail 4-5 times only to defer action again later that day, week or month. CYD helps you organize and retrieve e-mails, reminders, calendar events and other files in a way that ensures information will not be overlooked and it will be retrieved at the right time and place. I highly recommend this book for anyone looking to improve their ability to control their inbox and their life.

If you didn't know it, you will be amazed to know you had the tool to control your time long ago. Just didn't know how to use it!! CYD, a must have for the compulsive emailer, the corporate executive and the all time procrastinator as myself. Gives a very straight forward guide on how to setup your outlook for maximum control of your tasks derived from mails and self imposed task as well. The

dashboard structure proposed is great. All important to-does on single view. But most of all, it gives you 'Order' to your mail and prioritizes responses and followups. You'll love it. And yes, you'll sweat in the beginning, but it is worth every minute you assign to this important task: "my time". Jim's videos are self explanatory and very useful too. Thank you for them Jim.

After reading just the first half of this book, I couldn't wait to get to work the next day. I immediately deleted 10 folders and substituted with 4 categories. It was a great improvement right there. Beyond the intended benefit of making you more organized, the book gives you the opportunity to change your mindset and think about what you do in a different way. Then I came home and saw that my personal e-mail was entirely different. It's not task oriented, but personal interest and people oriented. Yet I was able to re-think now, using the skills from McCullen's book to re-arrange my personal communications life. Again, I eliminated folders, substituted categories, and used rules to control my personal inbox. We all get lots of semi-junk e-mail at home, probably more than at work, where it's not really junk, but we've subscribed to this or that list because we might want to read it, or go to that restaurant, or this event. So the CYD system helps again, in managing that flow. I recommend this book to anyone wanting kick up a notch their productivity at work and their free time at home, removing a layer of stress too. Bottom line, it is a really good Outlook tutorial as well.

"Control Your Day" has certainly helped me stay on top of my emails, and I get plenty. The clear, careful instructions on how to set-up virtual search folders in Outlook are very helpful. The use of search folders can be applied to other tasks as well besides those described here. The instructions in Control Your Day are very detailed, and a few hiccups might be encountered along the way, but Jim McCullen is very responsive in providing whatever help you may be need. He also has a web-site and some free resources that supplement and summarize the book, but you'll want the book. I refer back to it when I want to make some adjustments to my set-up to improve efficiency.

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