



## **New Book by Business Productivity Experts at McGhee Productivity Solutions Published by Microsoft**

*"Take Back Your Life! Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized"  
Now Available*

DENVER--([BUSINESS WIRE](#))--Internationally recognized business productivity expert Sally McGhee announced that Microsoft Press has published her new book, [Take Back Your Life! Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized](#). In the book, authors Sally McGhee and John Wittry teach readers how to take advantage of the full power of Microsoft Office Outlook 2007 to manage the overwhelming volume of e-mail, meetings, and information that we all face every day. "Our results demonstrate that productivity education combined with willingness to change and Microsoft Office Outlook produces extraordinary results," said McGhee. "All of the solutions can be implemented immediately, and they relate to real-time circumstances that everyone is experiencing today."

The book, a complete update of the popular "Take Back Your Life!" version for Microsoft Office Outlook 2003 (ISBN: 0-735602040-7, September 2004) is based on the techniques and methods developed by McGhee and delivered to Fortune 500 companies by McGhee Productivity Solutions (MPS), a Denver-based company that draws on the experience of a broad team of productivity experts. Post-training surveys show that organizations can see more than an 80% reduction in the number of messages in their e-mail inbox and 60% fewer interruptions on a daily basis.

"Take Back Your Life!" features concrete examples and tutorials that lead the reader through the process of organizing their work and personal lives to achieve work/life balance. McGhee's revolutionary approach has been adopted in major corporations such as Honeywell, HP, Boeing, Microsoft Corp. and Washington Mutual. With the previous edition already an Amazon.com top seller, the book has the potential to revolutionize the way that people organize and balance their lives.

[Take Back Your Life! Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized](#), by Sally McGhee, ISBN-13: 978-0-7356-2343-9 ISBN-10: 0-7356-2343-0, \$24.99 (U.S.), 368 pages, is now available through major booksellers including Amazon.com, Borders, and Barnes & Noble. For more information, please visit [www.microsoft.com/MSPress/books/10141.aspx](http://www.microsoft.com/MSPress/books/10141.aspx).

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