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# Managing Your E-Mail: Thinking Outside the Inbox (Paperback)

By Christina Cavanagh

John Wiley and Sons Ltd, United States, 2003. Paperback. Condition: New. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. Manage information overload to save time and money E-mail is one of the most useful and efficient business applications ever developed. However, many people today dread the chore of sorting through an inbox crammed with messages that don t concern them and spam they don t want. In fact, research shows that North American office workers waste up to twenty hours every week sorting and managing their e-mail messages, causing more productivity loss than gain. Finally, there s a straightforward guide dedicated to helping workers and organizations tame the e-mail monster and take back their time. Managing Your E-mail is a simple, accessible reference for workers and organizations that want to get the most out of this ubiquitous and sometimes overwhelming method of communication. With new strategies for dealing with e-mail inefficiencies and practical tips on getting and staying organized, it will free up hours of time each week for what s really important. It examines the categories and patterns of e-mail misuse...



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