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In my last job I was a busy administrator within an ITO in Auckland I was frequently inundated with emails from managers, staff, clients and other stakeholders. As a result my inbox was always full and regularly exceeded its limit. I was stressed out and unhappy. How could a small thing like emails get the better of me?

Last year I realised I had to do something about it. Frustrated with my own lack of Outlook knowledge I decided to visit my local library in Birkenhead, North Shore in the hope of finding something (anything!) to help me regain control over my inbox. Once inside I was faced with row upon row of thick, complicated textbooks which I felt you needed a computer science degree to understand. That was until I noticed a small red book promising exactly what I was looking for – efficiency. That book was Jim Huse's Revolutionize The Way You Work. The title instantly took my attention and on top of that it was also easy to read with simple step by step instructions that were straight forward and uncomplicated.

Excited by the prospect of cleaning up the hundreds of emails sitting in my inbox I took the book to my manager in the hope that it could help others in the office. Well, as they say the rest is history! He instantly saw the potential and within no time we had Jim to come in and run several workshops and one on one tutoring with the staff. The benefit was immense. Our office became more productive and the environment positive. Now they have effortlessly moved into Microsoft 2010 and I have moved on to new employment but thanks to Jim I have taken what I have learnt with me and continue to excel.

Thanks Jim!

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