

Taking a new look at Outlook

This book has a very apt title – because it does have the power to change forever the way you work. *In Revolutionise the Way You Work* Auckland business consultant Jim Huse presents Microsoft's Outlook programme as the business tool you have always dreamt of – and to think it was sitting right under your nose.

Huse, who is fast becoming New Zealand's guru on working smarter, shines the spotlight on how we work and deals a blow to job dissatisfaction in the process.

But the real name of the game here is sustainable business productivity. In this practical book, Huse shares his holistic business sense to champion your workload head on. And since one size doesn't fit all, the book's tools can be easily adapted to suit your natural working style. Discover how Outlook can cross-reference information at the touch of a keystroke. Learn how to tame your inbox. And there's much more to help welcome back your job satisfaction.