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Michael Linenberger is the reigning expert on managing e-mail and tasks using Outlook or other software (and even paper-based tools). The author of five best-selling productivity books, his newest Outlook book is Total Workday Control Using Microsoft Outlook 3rd Ed—it has been the #1 best-selling book on Microsoft Outlook for four years running.

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Overview Total Workday Control Using Microsoft Outlook is a book for the over-extended office worker whose workday feels out of control. It shows how to regain command of an over-committed workday and an overflowing, unmanaged e-mail in box.

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