

Press Release:

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, CO – July 17, 2007 -- 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. In her inimitable "let's cut to the chase" style, McGhee asserts that you can have balance in your life, but you must make a commitment to change. "Our results demonstrate that productivity education combined with willingness to change and Microsoft Office Outlook produces extraordinary results," said McGhee. "Our method consists of either a series of steps for you to follow or a series of questions to ask that will help you solve productivity challenges. 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,

MPS Summer Celebration

In celebration of the newest edition of Take Back Your Life!, McGhee Productivity Solutions is offering the following great giveaways this summer:

Win an Autographed Copy of Take Back Your Life 2007!

Purchase a TBYL Webinar Series or software Add-In this summer and you could win one of several free copies of Take Back Your Life 2007 signed by authors Sally McGhee and John Wittry! Whether it's a self-paced on line seminar you're after, or an increase in the effectiveness of your Outlook software, make your purchase by the end of August 2007 and you will automatically be entered to win. Chosen by random drawing, our 5 lucky winners will be announced September 14th. Click [here](#) for free previews, overviews and purchase information regarding all TBYL productivity tools.

Win a One Hour Coaching Session with Renowned Productivity Expert Sally McGhee!

Maximize the effectiveness of your team, and you and your organization could win a one hour telephone coaching session with Sally McGhee! For every 5 Webinar Series and/or Add-in Software packages purchased during this summer, you and your organization will automatically be entered to win a high impact consulting session guaranteed to increase productivity and organizational effectiveness. Let these highly regarded productivity tools be the foundation for a whole new level of personal and professional achievement. Click [here](#) to make your purchase. Our winner will be chosen by random drawing and announced on September 14th.

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 and John Wittry, 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.mcgheeproductivity.com.

Still on Outlook 2003?

Our Take Back Your Life Add-in for Outlook 2003 will put your productivity into a higher gear. And, for a limited time, new orders will qualify for a free upgrade to our Take Back Your Life Add-in 2007 version, available later this summer. For more information on this high impact time saver, including a free trial download, click [here](#).

Thanks for your interest in McGhee Productivity Solutions.
We look forward to serving you in the future!

www.mcgheeproductivity.com

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