



Personal Information Management: Tools and Techniques for Achieving Professional Effectiveness (Paperback)

By Barbara Etzel

New York University Press, United States, 1999. Paperback. Condition: New. Reprint. Language: English . Brand New Book. Electronic mail, personal organizers, voice mail, all were introduced as time-saving devices designed to promote an easier and more efficient workplace. Yet many professionals find that making effective use of these new forms of communication technology can become a time-consuming task. In this handbook written for the office of the 21st century, Barbara Etzel and Peter J. Thomas provide guidance for those struggling to manage the growing volume of mail, memos, e-mail messages, and electronic documents that arrives daily. Personal Information Management details the skills professionals need to process this information, save time, and work more effectively. Etzel and Thomas present common organizational difficulties and enumerate concrete techniques for overcoming them. They guide the reader through a variety of computer software and hardware products, paper-based information products, and personal time management techniques, helping the reader to develop and individually-tailored Personal Information Management Strategy. Technologies covered include accounting and business software, word processors, databases, personal organizers, e-mail programs, tracking and storage packages, personal digital assistants, CD-Roms, computer backup devices, scanning device, voice mail, cellular phones, beepers, and fax machines, to name only a few....



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