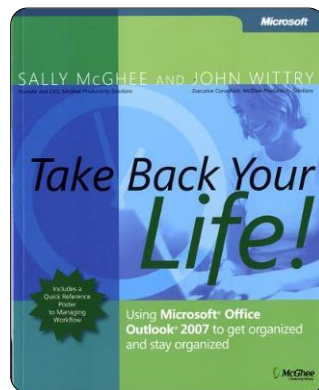


MEETING IN A BOX

Take Back Your Life!

Productivity experts Sally McGhee and John Wittry offer step-by-step instructions on mastering Microsoft Outlook to organize your work and personal life.



“Never bother to remember something that is easily accessible somewhere else.”

Sally McGhee and John Fabian Wittry
Authors – Take Back Your Life!

- **Step 1:** Make a to-do list of all the work tasks and private errands you will need to attend to this month.
- **Step 2:** Read the getAbstract summary of [Take Back Your Life](#). To access the summary, click on the book cover.
- **Step 3:** Apply the “Four Ds for Decision Making” to your to-do list.
- **Step 4:** Schedule a team meeting to discuss the questions.
- **Step 5:** Have a discussion with your team.



Discussion Questions

1. How does looking at a full email inbox make you feel?
2. What are the benefits of implementing a more structured form of collaboration?
3. What was your experience applying the “Four Ds of Decision Making” to your to-do list?
4. Why is it important to follow the PASS protocol when writing an email?
5. What is your main takeaway from the summary?