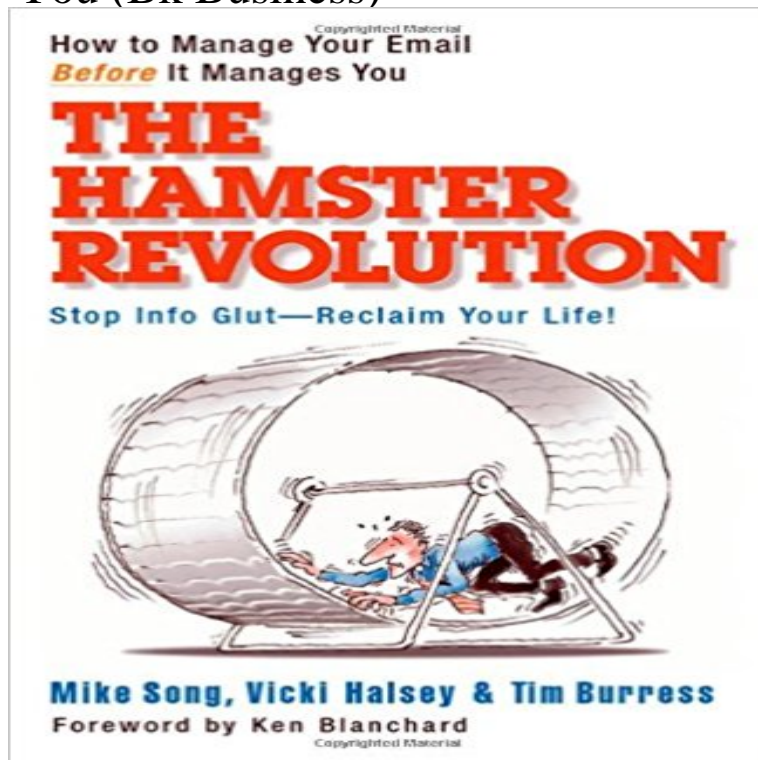


The Hamster Revolution: How to Manage Your Email Before It Manages You (Bk Business)



Is email taking over your life? Meet Harold, an HR director so overwhelmed by email he feels like a hamster on a wheel. Just in time, Harold meets a coach who shifts his focus from time management to a simple yet surprising new way to manage email. The coach helps Harold conquer email overload, write incredibly effective messages, and get organized forever. Suddenly, Harold can find every file in a flash! Harold saves 15 days a year, reclaims his life, and propels his career to new heights. The Hamster Revolution is packed with surprising strategies and powerful tech tips. It includes a landmark case study that shows how 2,000 Capital One associates each saved over two weeks a year. Now in its tenth printing, this best-seller is a must read for every busy professional.

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