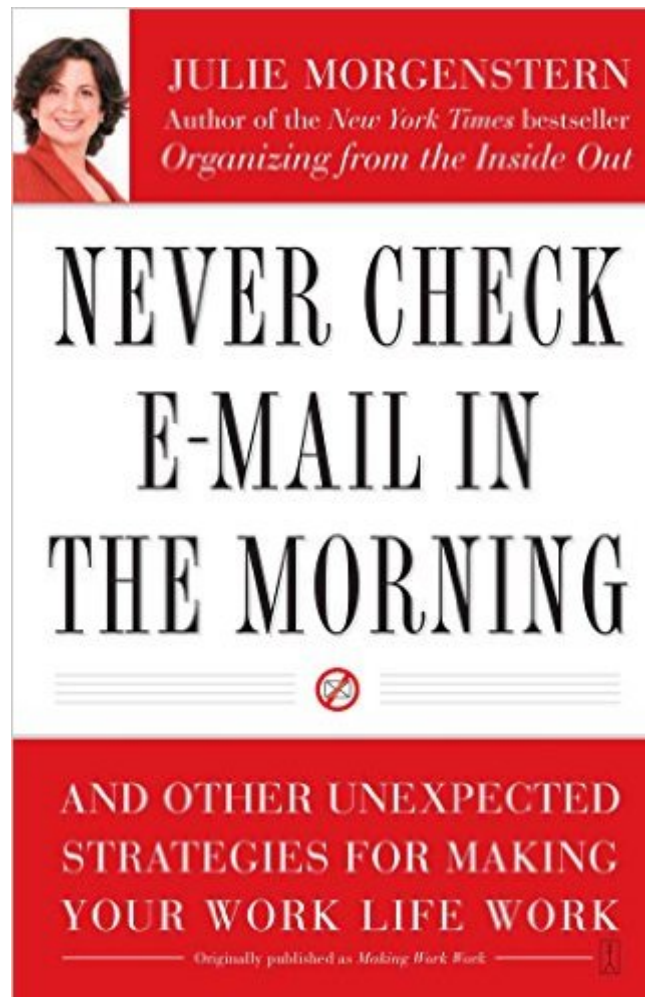


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# Never Check E-Mail In The Morning: And Other Unexpected Strategies For Making Your Work Life Work



## Synopsis

The New York Times bestselling author, Oprah's favorite organizing expert, and America's number one problem solver presents a revolutionary book named one of the five best business books by Cathie Black, president of Hearst Magazines. It will help readers achieve the seemingly impossible: boost value and job security without sacrificing personal life. Morgenstern teaches innovative "grab and go" solutions that can be processed in as few as fifteen minutes to dramatically improve performance and efficiency, including:

- Beware of multitasking. Scattering your efforts makes for a longer day.
- Dance near the revenue line. Making or saving money is where your greatest value lies.
- Crunch your container. Shorten your workday by thirty minutes and you will get more done.
- Trust your truth. Never undervalue your unique self, skills, and point of view. If you've ever wondered, Is it me or is it them? Julie Morgenstern's practical "inside out" approach will help you diagnose the source of each workplace problem and solve it quickly.

## Book Information

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## Customer Reviews

I've long been a fan of Julie Morgenstern . . . her other books, ORGANIZING FROM THE INSIDE OUT and TIME MANAGEMENT FORM THE INSIDE OUT, had a big impact on me--and contained much useful information that I still use. So it was with great anticipation that I obtained and devoured her latest, MAKING WORK WORK . . . it did not disappoint! Morgenstern presents ideas and suggestions that apply to just about any situation . . . what she writes may sound basic, but it is the type thing that you need to read more than once . . . then begin to use. For example, she urges you to begin conversations with: "What can I do for you?" not "How are you?" As she notes: "How are

you?" is an open invitation to chat and warm up. "What can I do for you?" immediately focuses your interrupter on getting straight to the point. It's professional and gets you both down to business. This enables you to handle the interruption in the least amount of time possible. There were several other memorable passages; among them: The only real chance you have at choosing the most important tasks begins with keeping a complete list of everything you need to do in one place. After all, prioritizing is a matter of relativity--the true question is, What's most important in relation to the other things on your list? Taken one item at a time, everything can mask itself as a critical task. Control Lateness: Use odd start times, such as 27 or 41 minutes after the hour, to control lateness. People are far less likely to be late for a meeting that starts at 11:27 than one at 11:30. Designate an official timekeeper to watch the clock for every meeting, and rotate that role among attendees.

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