

TBYL 4Outlook Add-In

Bring More Power and Functionality to Outlook

We wrote the book on productivity, and now in collaboration with Standss Limited, we are pleased to bring you the TBYL 4Outlook Add-In. This easy to use plug-in provides additional features to increase Microsoft Outlook's basic functionality and help individuals and teams spend less time living in their inboxes. By integrating proven Take Back Your Life™ methodologies with Microsoft Outlook's cutting-edge technology, the TBYL 4Outlook Add-In minimizes the steps required to quickly and efficiently process e-mail. One click allows you to transform your incoming or outgoing messages into tasks, reference items, or appointments. To truly enhance your experience, we've also added e-mail templates, calendar reports, and built in coaching to help you focus on getting things done.

Powerful features enable you to:

Transform E-Mail into Action Items

Move e-mails from your inbox to your calendar or TaskPad with one click. No more dragging and dropping!

File E-Mail into Reference Folders

Automatically file your e-mail based on the sender or recipient. The TBYL 4Outlook Add-In will even recommend suitable file folders!

Convert E-Mails into Appointments, Reference Items, or Tasks Upon Sending

Stop dragging and dropping your e-mails from the Sent Items folder. With one click, send and move an e-mail to an appointment, reference item, or task. Select a category, due date, and reference folder for greater efficiency.

Improve Outgoing Communications

Use the convenient McGhee Agenda and PASS protocols to transform meeting requests and messages into clear and actionable communications to drive increased productivity throughout an organization.

Document Time Management

Run Excel calendar reports instantly to view how you are spending your time – show time spent by client, objective, project, etc. This is an important time-management tool for any individual or organization.

Review and Reinforce Key McGhee Methodologies

With one click of the TBYL Help button, access some of TBYL's most important concepts – the 4Ds for Decision Making™ e-mail processing model, the Weekly Review, setting up and managing the reference system, and writing effective e-mails.

Designed for individuals and organizations alike, the TBYL 4Outlook Add-In inspires quick and efficient e-mail management. Priced at just \$59.95, this proven time-saving tool has helped some of the world's most successful organizations achieve the high-performance work environment they demand. For more information, including a free 30-day trial download, please visit www.mcgheeproductivity.com.

This product is compatible with the following versions of Microsoft Outlook:

- Outlook 2010 and Windows 7 (32-bit only)
- Outlook 2007 and Windows XP
- Outlook 2003
- Outlook 2002