

Take Back Your Life!: Using Microsoft® Office Outlook® 2007 to Get Organized and Stay Organized

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

Page	Location	Description	Date corrected
10	Bullet item, last sentence	Reads: See chapter XX Should read: See Chapter 9	7/10/2010
97	Penultimate paragraph, last line	Reads: Bremer did (see page X). Should read: Bremer did (see page 94).	7/10/2010
155	First paragraph, last sentence	Reads: You use the six characteristics of a Meaningful Objective mentioned earlier as a reference point for confirming that your objectives are indeed objectives. Should read: You use the five characteristics of a Meaningful Objective mentioned earlier as a reference point for confirming that your objectives are indeed objectives.	7/10/2010
168	Step 5	Reads: In the Task, press Save and Close, and watch it instantly show up in Categories: (none). Should read: In the Task, press Save and Close, and watch it instantly show up in the category you selected.	7/10/2010