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Contact: Eliminate Chaos
425.670.2551

Seattle Organizing & Productivity Consultant, Laura Leist, CPO Releases new Book on Outlook 2007

Laura Leist, an expert on Organizing & Productivity using Microsoft Outlook, is launching her new book in New York, NY on August 1st at the National Speaker's Association conference. The book titled: ***Business Solutions Using Microsoft Outlook 2007 with Business Contact Manager*** has been anticipated by Leist's client base for several months. Leist has previously published Organizing & Customizing with Microsoft Outlook – for both 2003 and 2002 versions of the software. Almost since the release of the software in early 2007, Laura has been receiving requests for this book, including one from Microsoft.

"Most of the Outlook 2007 books on the market show you 'how' to use the components of Outlook; such as: Inbox, Contacts, Calendar, Tasks and Notes. This book is different because it tells you 'WHY' you want to use certain features of the program and how to get the most from them," explains Leist.

Leist stated that she is "not just another 'author' writing a book about Microsoft Outlook. Many technical writers are more than capable of doing this. Instead, I am an Organizing & Productivity Consultant with an education in Management Information Systems and Technical Writing." I have taught Microsoft Outlook Classes for over a decade – beginning at community colleges in the Seattle area. It was in the 1990's when I began to get frustrated with the quality of the training materials I was being asked to teach with. While the books I used taught the students 'how' to use each component, what it did not explain was "HOW" to use all of the components together and "WHY" you would want to do this – thus maximizing the use of this program. It was because of this that I decided that I needed to write my own class materials, which eventually turned into my first Outlook book."

Organizing & Customizing with Microsoft Outlook 2007 is the most comprehensive Outlook book that Leist has written. It is chock full of ideas, tips and suggestions for how you can apply this to your business.

About Laura Leist, CPO

Leist has two decades of consulting experience working with businesses to streamline their business processes with the use of technology. She understands the challenges individuals and organizations face on a daily basis with the use of Microsoft Outlook and how to organize and retrieve information quickly when needed. Her education is in Management Information Systems and Technical Writing. She has been teaching Outlook classes for over a decade and is hired often to customize programs for companies that wish to maximize productivity using this tool.

About Eliminate Chaos

Eliminate Chaos provides organizing solutions and systems for businesses and homes. Based in Seattle, Washington, our Professional Organizers serve a national clientele. In a business environment, we design and implement workflow systems that give companies more time to focus on their business. In a residential environment, we enable people to take control of their stuff, space and time. Our team of experts creates systems helping people get organized at work and in their home. Contact us at 877.342.8592 or visit us at www.eliminatechaos.com to see how we can help you – Eliminate Chaos.

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