(Free) Never Check E-Mail In the Morning: And Other Unexpected Strategies for Making Your Work Life Work

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Julie Morgenstern
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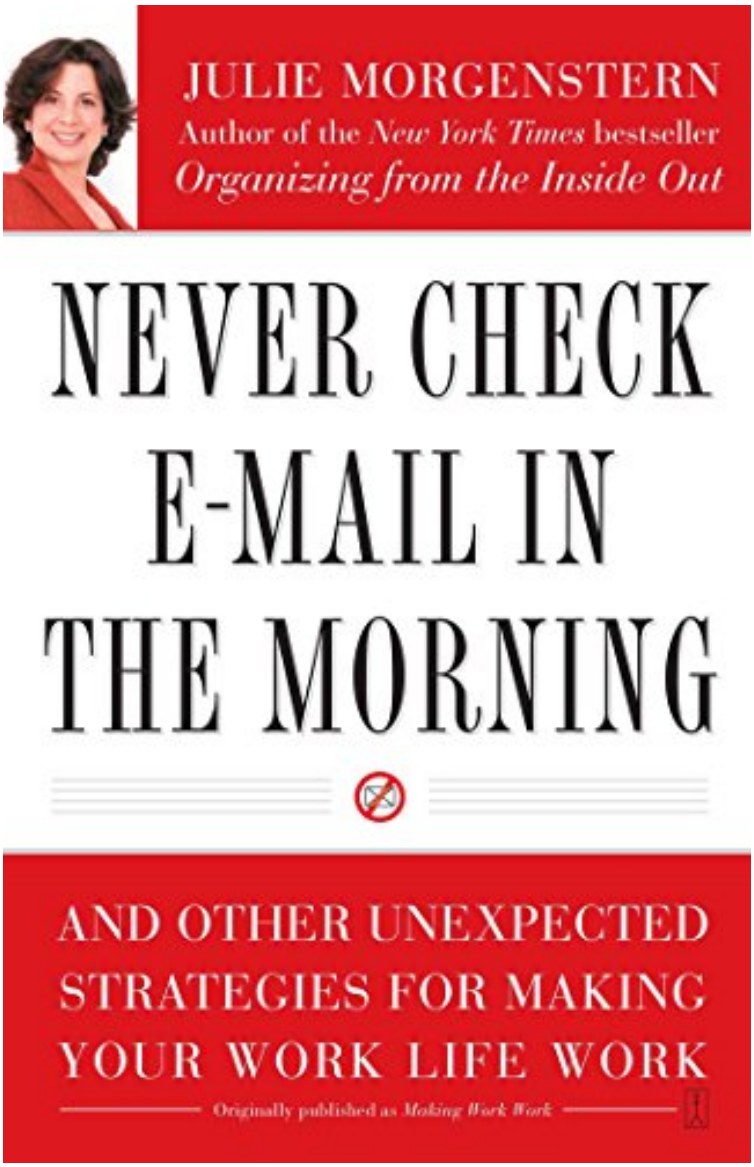

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Julie Morgenstern : Never Check E-Mail In the Morning: And Other Unexpected Strategies for Making Your Work Life Work before purchasing it in order to gage whether or not it would be worth my time, and all praised Never Check E-Mail In the Morning: And Other Unexpected Strategies for Making Your Work Life Work:

6 of 6 people found the following review helpful. Good book EVEN if you are skilled in time-managementBy

Madelyn Griffith-HaynieAs a systems development coach, I read A LOT of "self-help" books to recommend for specific client struggles. I am a Morgenstern fan, but never picked up this particular book until recently. It's a bit different in approach from some of the others - which is the main reason I recommend it.After a bit of introduction, she sorts "getting it all done while maintaining life balance" into categories handled in sections, so you don't have to read the entire book to get value from your purchase. It is peppered with client examples (and a few of her own, that I would like to have seen MORE of) - so it is a no-brainer to relate the content to the problem. You can also skip around and everything still makes sense.But what is fairly unique is her "them or me?" approach - recognizing that what WE do is not *always* the primary source of productivity struggles. Some of us who work for others could even be organizing and time-management mavens, but we get trapped in *their* less-than-optimal policies and procedures, and our productivity TANKS unless we put in additional hours (and then our personal life tanks).THEN there is the dance of the down-sizing that has left most employees with more job accountabilities with less admin-support - so we all have many elements of "administrivia" that eat into the time to actually get any real WORK done. As technology marches on and old systems die in the market-share battles, we ALL struggle to remain current so we can continue to get work done AT ALL.It is all too easy for even the "best" of us to become overwhelmed with the glut of increased expectations, frequently left wondering if we've lost our edge - with no idea how to climb back out of the hole and feel good about life (and work) again.She goes beyond the typical "get your boss to prioritize your work" advice.As she continuously points out, nobody can do it ALL, yet prioritizing must satisfy your company's key objectives if you intend to have any job satisfaction, positive employee reviews - or survive the next round of employee cuts. She makes the link between what maybe USED to work for you and what you need to do differently NOW very nicely, in what the coaching field calls a "charge-neutral" fashion (no finger-pointing anywhere - simply a problem to solve).And she does NOT make you feel like a dolt by writing in that supposedly-motivating self-help voice that seems to ignore the reality that changing the way you function is not a quick or simple fix!As with ALL "tips and tricks" books, not everything will be new info, not all will be relevant to YOUR situation, and not all will work for your processing style or the needs of YOUR office environment. She tackles a few "Yes, buts" throughout the book as well (same caveats apply).I believe there is enough that WILL be useful in this book for almost anyone who's attracted to the title to begin with to conclude that it has been well-worth the purchase price, even if you have to put "read book" in chunks on an over-full calendar (you can do that with this book, btw)For those of you who have NEVER had a very solid handle on how to do your job and still have any sort of a life worth living, this might be your miracle book. Read ready to underline! Even better, enroll a buddy to go through it WITH you -- a friend or colleague with a similar struggle, or hire a coach -- so you actually DO some of what she suggests. (That's MY plan, btw, even though I work for myself and AM a coach - even GREAT dentists don't drill their own teeth!)~~~~~Madelyn Griffith-Haynie, CMC, SCAC, MCC- ADD Coach Training Field founder; ADD Coaching co-founder -ADDandSoMuchMore dot com8 of 8 people found the following review helpful. Great For Employees of Small(er) BusinessesBy Rudy NeufeldSmall or large, the tasks and responsibilities every organization must complete to be successful are pretty much the same. But employees of smaller businesses have a wider range of responsibilities than the more specialized staff of larger firms. Small business employees--and their owners--continually are confronted by many more types of tasks requiring attention. Additionally, smaller businesses tend to "run lean" with limited back up if someone is absent. These factors tend to foster an unfocused and inefficient workplace.This book offers employees in such situations with insights and strategies that show them how to be more productive and efficient. If done well, it will also result in better work life balance and a less stressful workplace.Two caveats, particularly for management and business owners:1. Woefully inadequate attention (in this book) to the value of planning as the most effective way to minimize "fires" and "the tyranny of the urgent";2. No apparent consideration for time and attention necessary for maintaining the culture and values of the company (e.g., customers always come first, or great performance every time or measure twice, cut once, etc.)0 of 0 people found the following review helpful. Lots of informationBy Kindle CustomerThis book gives you a lot to think about. The is it me or is it them makes you think about how you approach everything in your job.

IS IT ME OR IS IT THEM?Maintaining control in today's hectic workplace is a challenge -- everything is lean, competitive, and uncertain. What does it take to survive?Making Work Work is Julie Morgenstern's most important book yet. Through the mastery of brand-new strategies, Morgenstern shows you how small changes in your thinking and behavior will help you achieve the seemingly impossible -- boost your value, increase your job security, and afford you the time to still have a life.Morgenstern has helped clients of all levels take control of their work lives in every industry: from corporations and nonprofits to government agencies and small businesses; from executives and assistants to educators and salespeople. She's learned that no matter who you are, happiness at work involves feeling appreciated, in control, successful, and in balance. And achieving that is possible.People rarely look at their jobs from a psychological and practical perspective at the same time, but Julie Morgenstern does. This book mirrors the individual consulting services she provides by showing you how to start with yourself and then tackle the more complex external issues of working relationships and the job. For every obstacle you encounter along the way, Morgenstern diagnoses the source of the problem (is it you or them?), and with insight and warmth, she provides

simple grab-and-go strategies. These are small changes anyone can make to improve performance and efficiency at work.At its core, Making Work Work is about your relationship to your job. With the reliable, methodical process taught in this book, you will: bull; feel less trapped and more in charge bull; be able to make a bad situation better bull; search for a job that's a better fit for who you are.This is a provocative and life-changing book that will help you boost your clarity, confidence, and performance in any economic climate. With Morgenstern's guidance you can find a way to make work work.

From Publishers WeeklyWhether in the executive boardroom or a windowless cubicle, the key to a more balanced, productive existence, according to organizer extraordinaire Morgenstern, is PEP (physical health, escape and people), the four Ds (delete, delay, delegate and diminish) and a healthy dose of reality about what is doable, and what is impossible, at work. Written in the same to-the-point approach as her Organizing from the Inside Out, this volume espouses a combination of philosophies that not only makes a whole lot of sense but is practical and applicable to the real world, no matter what the job or office setting. Each "competency" (as the chapters are called) includes scenarios taken from actual clients, bullet-pointed tips known as "grab-and-go-strategies," from getting away from wasteful e-mails to planning your day better and always dancing "close to the revenue line." Morgenstern promises readers a significant change in their workload, productivity level and all-around confidence if they refrain from reading, replying to or even perusing e-mail in the first hour of the day. This may be a hard sell for some desk-based professionals, but it's clear that Morgenstern knows her stuff. The habits of workaholics and perfectionists, she argues, are impractical and will render one unproductive. In accessible, encouraging prose, Morgenstern helps readers learn their boundaries, limits, strengths and weaknesses. Copyright copy; Reed Business Information, a division of Reed Elsevier Inc. All rights reserved.Unknown"Until you change the way you work at things, the things you work at will never change. Julie teaches how to change those things and become more energetic and efficient at work. This book is a must for anyone who loves to work." -- Pat Riley, president, the Miami Heat "Written in the same to-the-point approach as her Organizing from the Inside Out, this volume...makes a whole lot of sense [and] is practical and applicable to the real world." -- Publishers Weekly Ken Blanchard, coauthor of The One Minute Managerreg; and The On-Time, On-Target Manager This book is brimming with great ideas for making our working lives better. And when work is working for us, that's when we can serve ourselves and others best. Brian Tracy, Author of Time Power Wow! What a great book. Here in one place you learn how to get organized and get more done faster than you ever thought possible. This is a handbook for personal success. Brian Tracy, Author of Time PowerWow! What a great book. Here in one place you learn how to get organized and get more done faster than you ever thought possible. This is a handbook for personal success.