

1. Record Nr.	UNINA9910527073003321
Autore	Song Mike <1964->
Titolo	The hamster revolution [[electronic resource]] : how to manage your email before it manages you / / Mike Song, Vicki Halsey, and Tim Burress
Pubbl/distr/stampa	San Francisco, Calif., : Berrett-Koehler Publishers, 2007
ISBN	1-282-30035-0 9786612300356 1-57675-575-4
Edizione	[1st ed.]
Descrizione fisica	1 online resource (145 p.)
Altri autori (Persone)	HalseyVicki <1955-> BurressTim <1964->
Disciplina	651.7/9
Soggetti	Electronic mail messages - Management Personal information management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Confessions of an info-hamster -- A new way to work -- Email adds up! -- Strategy 1 - reduce email volume -- A tale of two emails -- Strategy 2 - improve email quality -- Strategy 3 - info-coaching sustains results -- Help! It's not so easy! -- Harold's progress check -- Chaos in info-land -- Strategy 4 - file and find info fast with COTA -- A blue sky wrap up.
Sommario/riassunto	Relates the story of Harold, an HR Director, who has fallen victim to the dreaded clutches of info-glut and finds himself paralyzed and unable to move forward because of the deluge of electronic data and e-mail that he must fight daily. Harold meets the info-coach who recognizes his ailment and teaches him lessons about managing e-mail.