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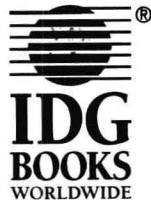


Jeffrey J. Mayer

Author of ACT!® 4 For Windows® For
Dummies® and Time Management
For Dummies®

ACT!® 2000
For Windows®
FOR
DUMMIES®

by Jeffrey J. Mayer



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About the Author

Jeffrey J. Mayer — America's #1 ACT! and Time Management expert — is an outstanding speaker, best-selling author, and personal advisor and counselor to thousands of people.

Jeff works with entrepreneurs who want to grow their business, with executives who want to expand their careers, and with anyone who wants to enhance their lives and live their dreams.

Jeff works with people individually in their office or by telephone. He conducts presentations and workshops for business owners, corporate executives, and sales professionals on a variety of issues related to growing a business, getting ahead in life, and living your dreams.

In his dynamic program, *Growing Your Business With ACT!*, Jeff shares his tips, techniques, and strategies for using ACT! to get organized; set your priorities; manage your time; stay in touch with your important customers, clients, and prospects; and build relationships with the important people in your business and personal life. And most importantly, Jeff shares with you his secret to success: Managing your time!

Feature stories about Jeffrey Mayer have appeared in many newspapers and magazine, including *The Wall Street Journal*, *The New York Times*, *USA Today*, *People*, *Newsweek*, *Fortune*, *Esquire*, *Entrepreneur*, and *The Ladies Home Journal*. He has also been interviewed on radio and television in every major city in the United States.

Jeffrey Mayer has also done national media tours as a corporate spokesperson for Sharp Electronics, Kentucky Fried Chicken, Pacific Bell, and Kellogg's Smart Start cereal.

Jeff's three previous *ACT! For Dummies* books have sold more than 100,000 copies. His best-selling *Time Management For Dummies*, (now in its 2nd edition) has sold more than 400,000 copies and has been translated into 12 languages. His first best-selling book, *If You Haven't Got The Time To Do It Right, When Will You Find The Time To Do It Over?* has sold more than 500,000 copies and been translated into 8 languages. *Success is a Journey* is Jeff's newest non-computer book.

Jeff is also the publisher of *ACT! in ACTION*, the #1 ACT! newsletter. For a free sample issue, complete the coupon at the back of this book, or you can fill out the form on Web site at www.ACTnews.com.

To have Jeffrey J. Mayer speak at your next conference or business meeting, or to learn about his individual and telephone programs, contact him at 312-944-4184, or jeff@ACTnews.com. You can write to him at Succeeding In Business, Inc., 50 East Bellevue Place, Suite 305, Chicago IL 60611.

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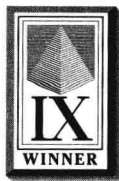


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Dedication

To my daughter DeLaine, whom I love very much. She has just discovered the computer and will soon be using ACT! to keep track of all of her play dates.

Author's Acknowledgments

There are many people I would like to thank and acknowledge for their help and contributions for the creation of this book.

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When it comes to database marketing, Linda is brilliant. She's been a frequent contributor to my *ACT! in ACTION* newsletter. You can reach Linda at JL Technical (phone 650-323-9141; e-mail linda@jltechnical.com; Web www.jltechnical.com).

A BIG thank you goes to Martine Edwards, my acquisitions editor for this book. She was great to work with and helped me to create a wonderful book. We worked very closely in laying out the book, and she offered great insights for ways in which we could *improve* upon the *ACT! 4 For Windows For Dummies* book.

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