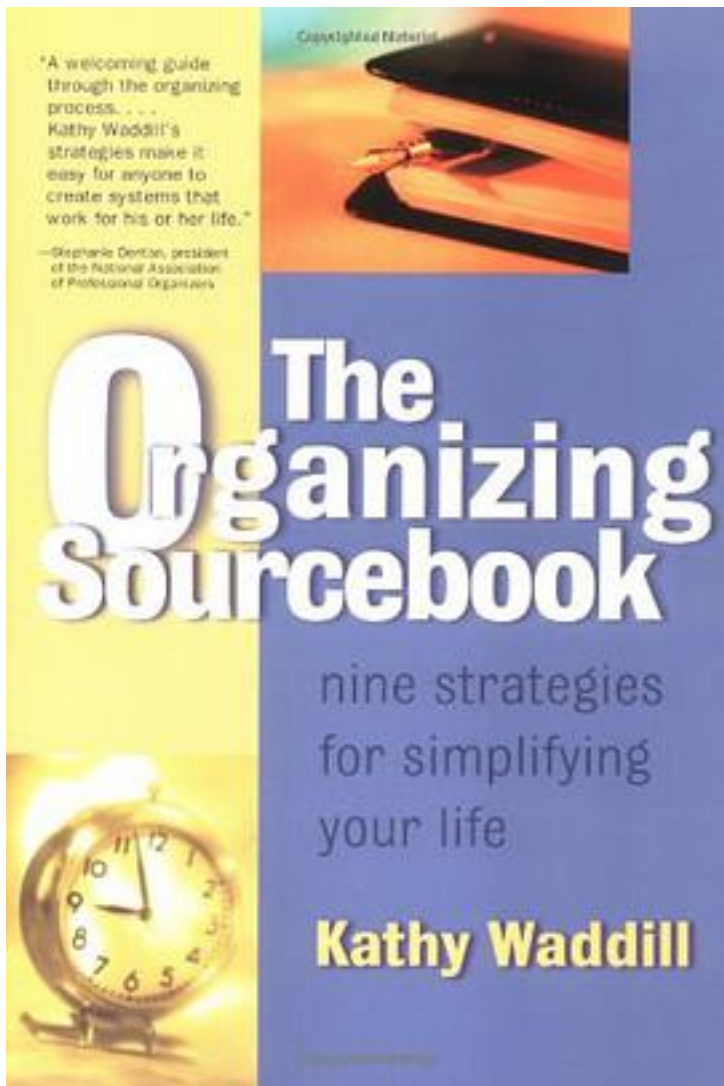


# The Organizing Sourcebook



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著者:Waddill, Kathy

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This book talks about the nine habits of highly organized people. Organizing consultant Kathy Waddill demonstrates how the simple act of being organized can improve your quality of life. In "The Organizing Sourcebook", she presents nine organizing principles that can easily be applied to any situation, activity, or environment. The book gives you the tools for managing time; decreasing stress; and dealing with cultural, personal, and emotional change. Case histories illustrate how each strategy solved a specific problem.

作者介绍:

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