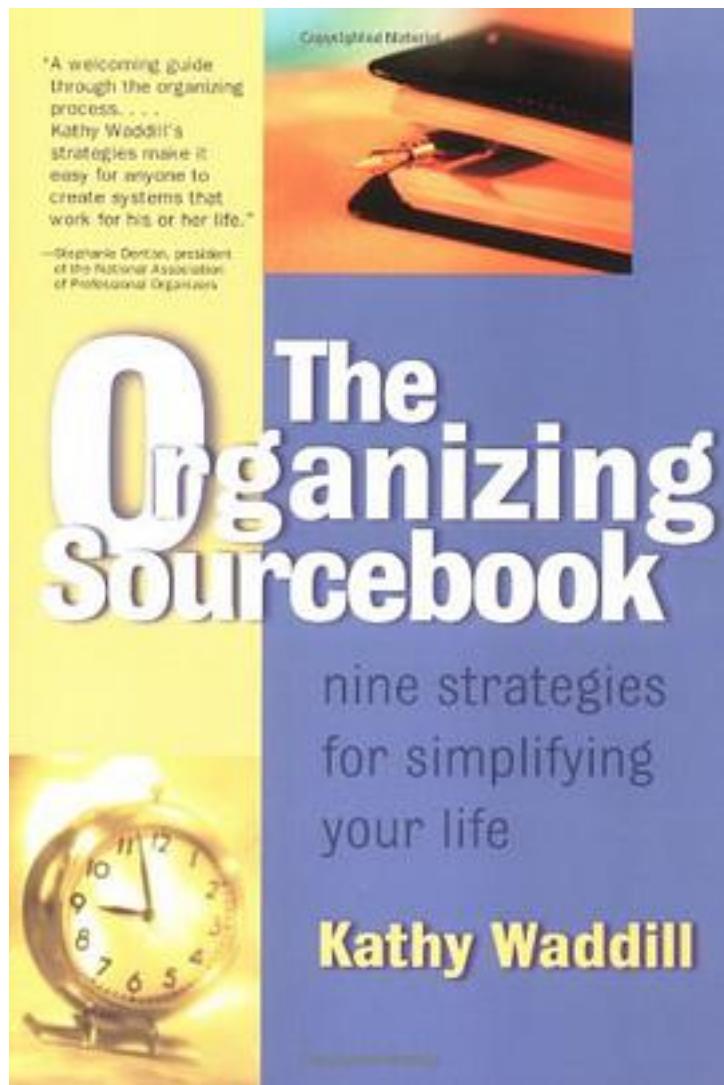


The Organizing Sourcebook



[The Organizing Sourcebook 下载链接1](#)

著者:Waddill, Kathy

出版者:McGraw-Hill/Contemporary Books

出版时间:2001-7

装帧:Pap

isbn:9780737304244

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:

目录:

[The Organizing Sourcebook 下载链接1](#)

标签

评论

[The Organizing Sourcebook 下载链接1](#)

书评

[The Organizing Sourcebook 下载链接1](#)