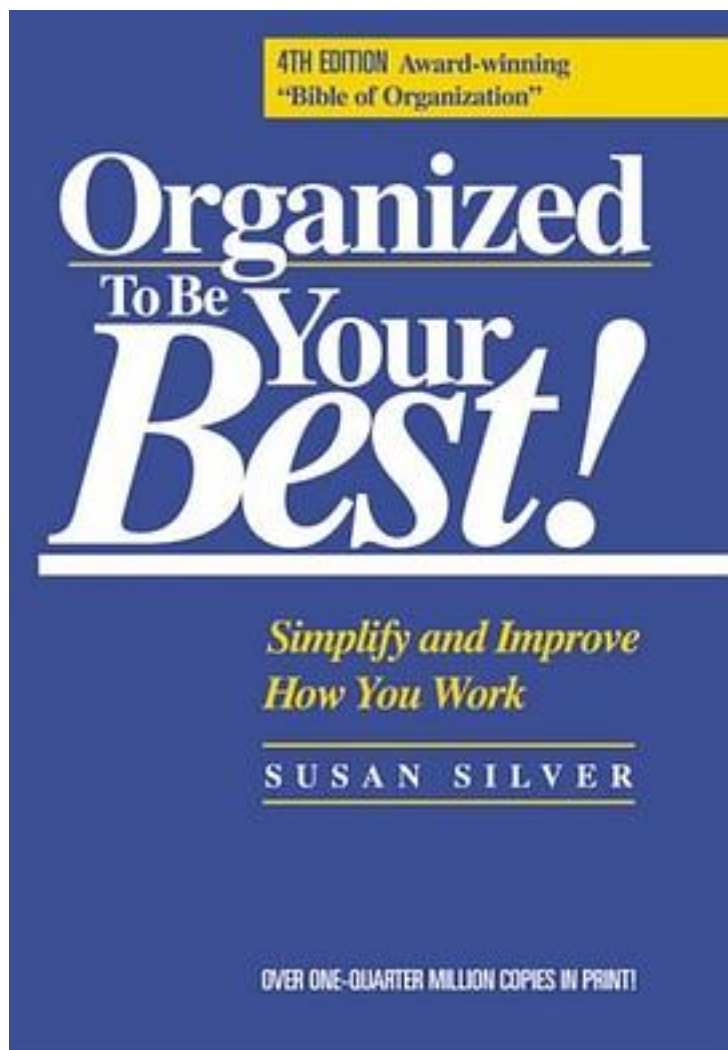


Organized to Be Your Best! Simplify and Improve How You Work



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This remarkable system of organization approaches getting organized from a perspective that emphasizes the importance of integrating work with personal goals, handling change, and thriving in today's economy. Step-by-step instructions are given on how to prioritize and accomplish more high-value work, deal with instant communication and information overload, and create a versatile work space-at the office, at home, or on the road. Businesspeople learn how to manage time, simplify paperwork, and maximize filing systems-including files stored on the computer.

作者介绍:

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