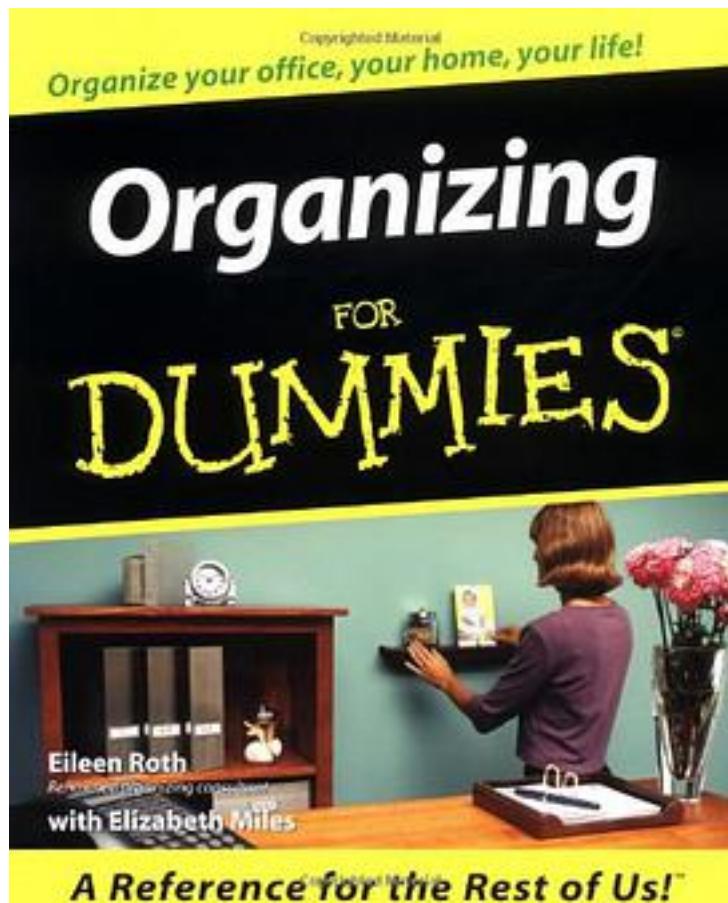


Organizing for Dummies



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What's the favorite four--letter word of people who are less than fully organized? "Help!" So many technological, social, and economic changes affect your life that you need organization just to keep up, let alone advance. Many people have two jobs -- one at the office and one taking care of things at home. If you have a family, you may

count that as a third job. Caring for elderly relatives or have community commitments? You can count off four, five, and keep right on going. No matter what life stage you're in, getting organized can make every day better and help you achieve your long--term goals. Organizing For Dummies is for anyone who wants to: * Polish his or her professional reputation * Experience less stress * Increase productivity * Build better relationships * Maximize personal time Organization isn't inherited. With the human genome decoded, the evidence is clear: DNA strings dedicated to putting things into place and managing your time like a pro are nonexistent. Instead, organization is a learned skill set. Organizing For Dummies helps you gain that skill with topics such as: * Understanding how clutter costs you in time, money, and health * Training your mind to be organized and developing a plan * Cleaning house, room by room, from basement to attic (including the garage) * Creating functional space for efficiency and storage * Time--management strategies for home, office, and travel * Scheduling, delegating, and multitasking * Making time for your family * Managing your health -- physical and financial * Finding time for love * Organizing and cashing in on a great garage sale Getting organized is about unstuffing your life, clearing out the dead weight in places from your closet to your calendar to your computer, and then installing systems that keep the good stuff in its place. Organizing is a liberating and enlightening experience that can enhance your effectiveness and lessen your stress every day -- and it's all yours simply for saying "No" to clutter.

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