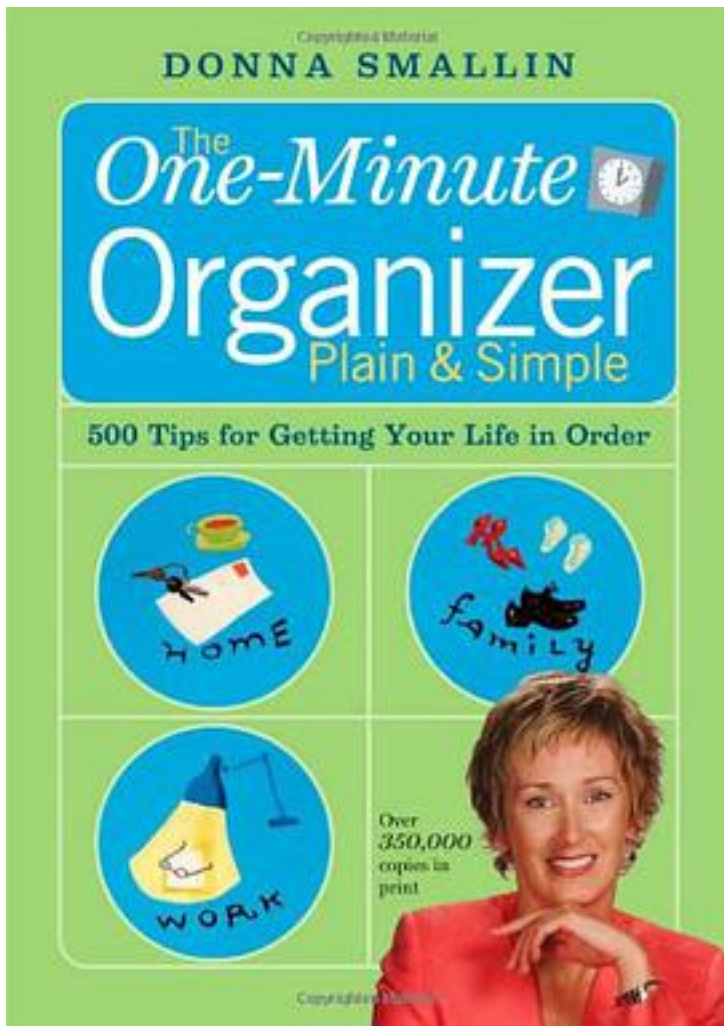


# The One-Minute Organiser Plain and Simple



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Every day, in every way, you can get just a little more organized in just a few minutes.

For instance, when you take your clothes off, hang them up or put them in the laundry. Throw out that pile of mail-order catalogs you still haven't flipped through. Limit yourself to saving one tote-bag-full of housecleaning rags.

"The One-Minute Organizer Plain & Simple" is the perfect handbook for busy people who don't have time for a top-to-bottom purge or a complete organizational overhaul. Instead Donna Smallin provides 500 fast and innovative ways anybody can become a bit more organized . . . right now. Each tip delivers instant gratification, makes your world a little less cluttered, and brings you one step closer to a more orderly life.

Smallin inspires readers by showing how much can be accomplished with an investment of no more than 15 minutes a day. Her quick solutions address such common troubles as paper clutter, household chores that never get done, bills that are always paid late, and schedules that never go quite as smoothly as planned. Every tip is accompanied by a time estimate of 1, 5, 10, or 15 minutes.

These days, when everybody is playing a game of catch-up, "The One-Minute Organizer Plain & Simple" offers busy people 500 quick organizational fixes that will reduce some of the chaos and bring a little calm into a frenetic world.

作者介绍:

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