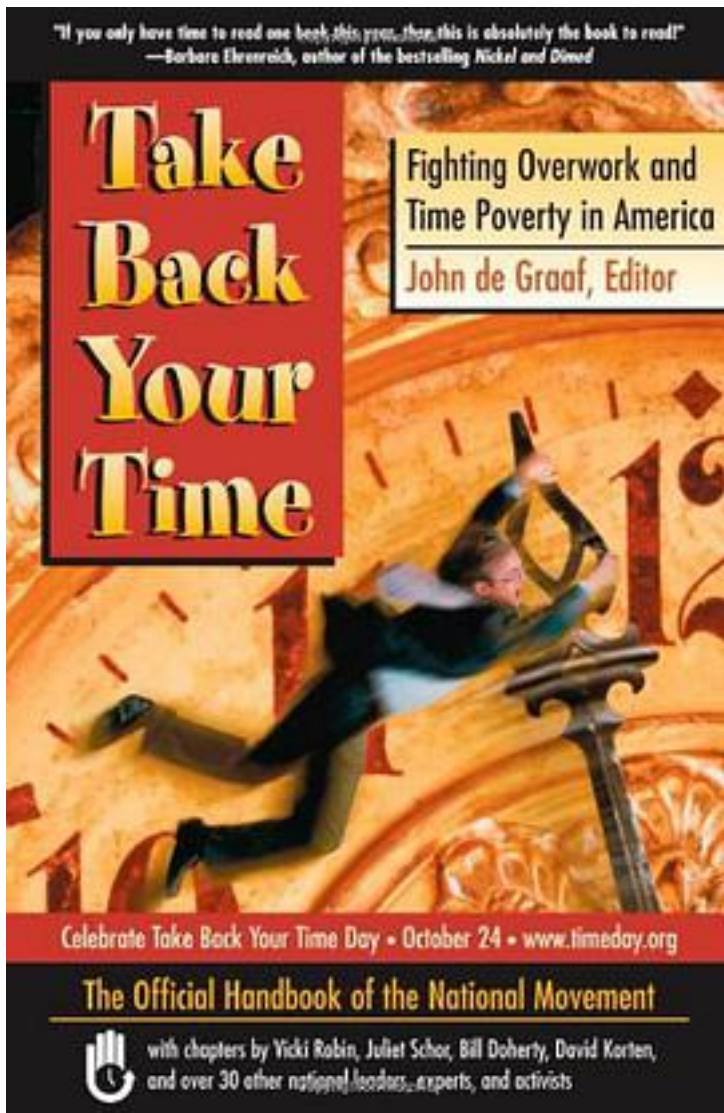


Take Back Your Time



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Many succesful people spend too much of each day in crisis mode. In this practical book, consultant Jan Jasper shares the simple strategies she uses to help her clients (and herself) become better organized and more productive. Written with a generous understanding of why we hold on to things - including our self-defeating habits - this is a guide to getting back your desktop your peace of mind, and your time.

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