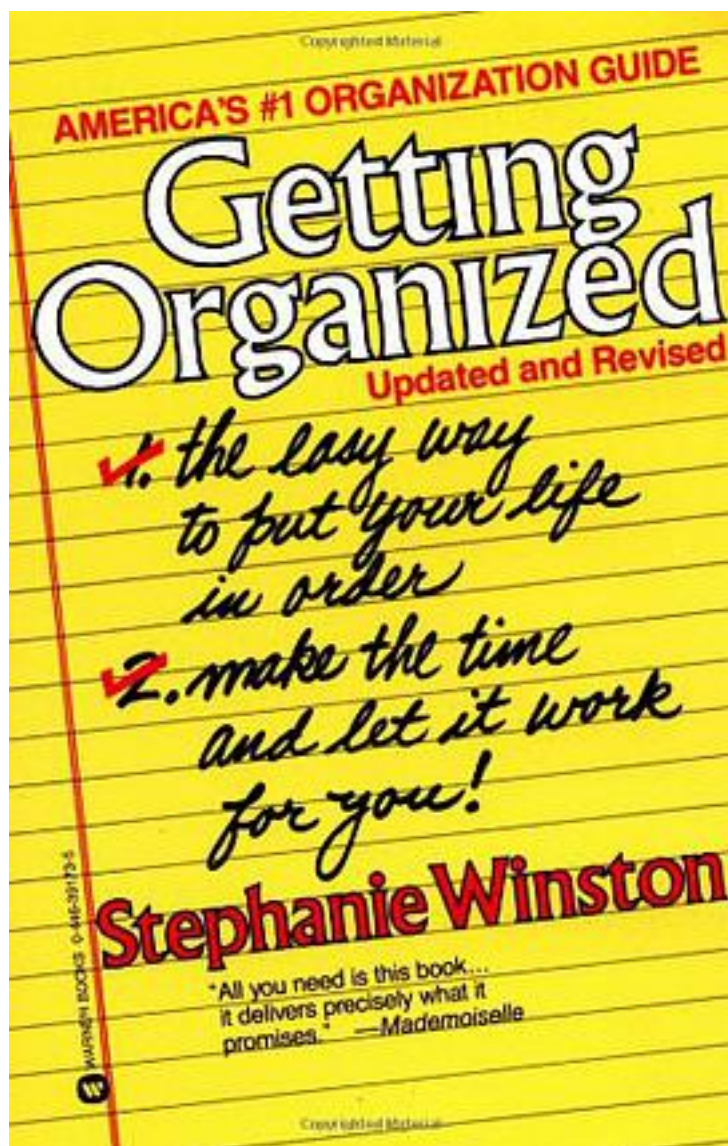


# Getting Organized



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出版者:Grand Central Pub

出版时间:2006-1

装帧:Pap

isbn:9780446694131

A handy guide that has been helping people manage their daily lives since 1978 is revised and updated to apply the principles of organization to today's lifestyles.

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