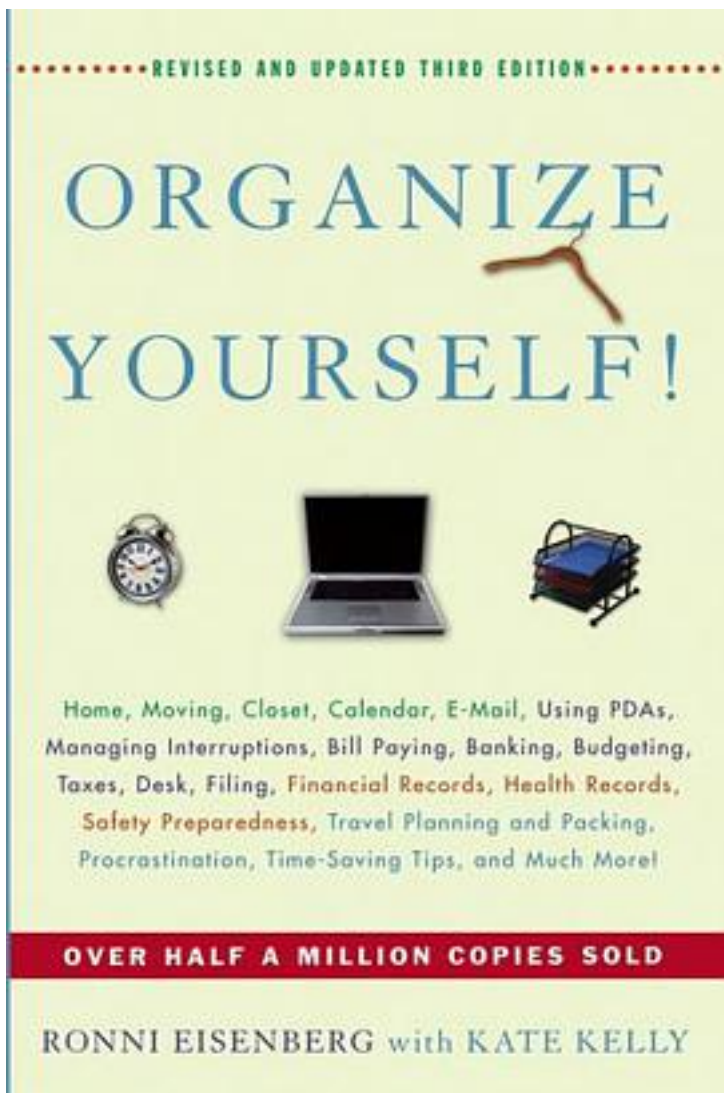


Organize Yourself



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The proven way to get organized once and for all This is the highly anticipated new edition of a very successful organizing book that has sold over half a million copies to date, now updated with the latest on e-mail, PDAs, and other contemporary organizing topics and tools. Organize Yourself! provides readers with essential rules for better time, money, space, and paper management. It also addresses major events, from preparing for a move to planning a party or vacation. It reveals a professional organizer's proven techniques for streamlining daily life and provides fast, effective relief for common clutter and help with overcoming procrastination and every other organizational ailment.

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