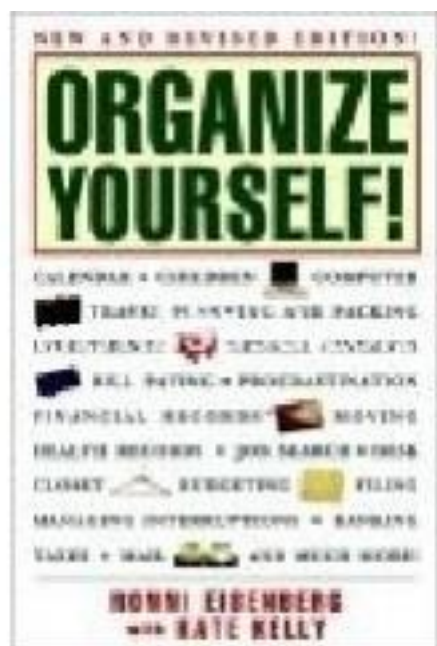


Organize Yourself! (New and Revised Edition)



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著者:Eisenberg, Ronni

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Midwest Book Review A professional organizer's proven techniques for streamlining lives and reducing clutter packs a book which hopefully will be consulted by the terminally disorganized. Here are easy techniques covering all the usual areas of organizing paperwork and paying bills - plus some modern dilemmas such as handling e-mail and voice mail messages. Book Description The best-selling guide is now updated to provide even more help in our increasingly frenzied lives! The world today is more fastpaced than ever. Our lives are so busy that it seems impossible to get everything done, no matter how hard we try. Organize Yourself! is here to provide relief. This indispensable guide reveals a professional organizer's proven techniques for streamlining your daily life and provides fast, effective relief for common clutter, procrastination, and every other organizational ailment. Along

with new ideas on how to make the best use of the computer, fax machine, e-mail, and voice mail, Organize Yourself! teaches you how to: save time and space handle paperwork quickly and efficiently keep clear financial records dispose of junk mail regularly pay bills on time keep an effective calendar plan events painlessly solve problems unique to working parents and much more! At home or in the office, Organize Yourself! will put you on top of your workload and in control of your life. Visit us online at <http://www.mcp.com/mgr> See all Editorial Reviews

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