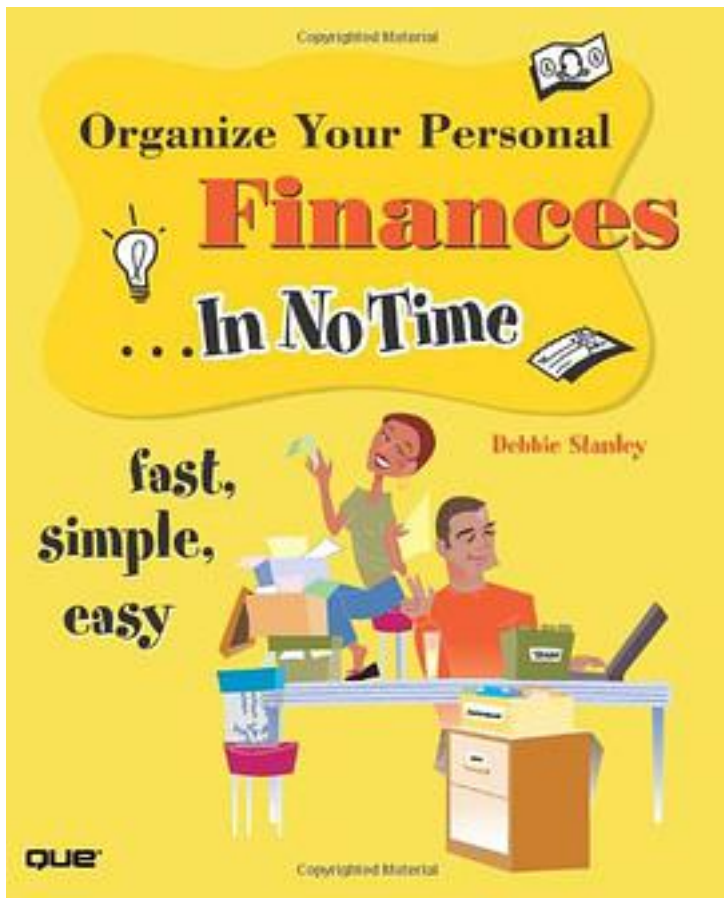


Organize Your Personal Finances in No Time



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Drowning in a pile of bills, receipts and bank statements and don't know how to swim to the top? Organize Your Personal Finances In No Time will be your lifesaver. Written by a professional organizer and coach for the chronically disorganized, this do-it-yourself guide will show you how to create a fool-proof, easy-to-maintain

financial system in a single day. Written in a unique step-by-step, to-do list approach, you will master skills such as tracking income and expenses, bill paying, creating a file system and shopping with efficiency. Then, learn to take all of your new skills and apply them to creating a savings plan, a budget and graphs to illustrate spending habits and debt details. When it comes to your finances, if the choice becomes sink or swim, let Organize Your Personal Finances In No Time help you swim.

作者介绍:

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