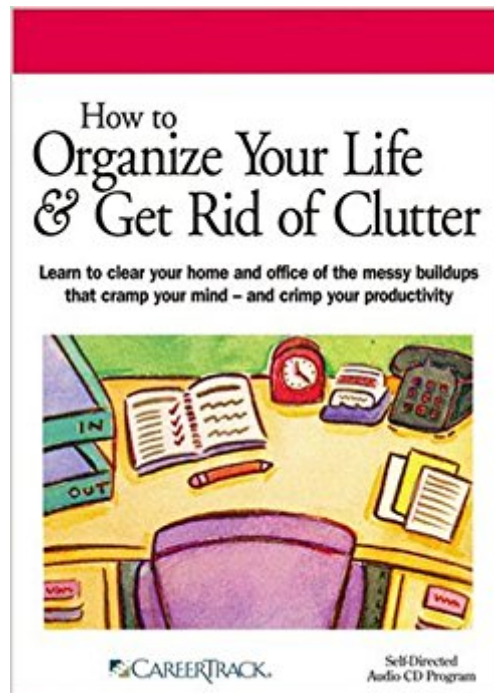




The book was found

How To Organize Your Life & Get Rid Of Clutter



Synopsis

How to Organize Your Life and Get Rid of Clutter Being organized is not a personality trait. It's a skill anybody can learn. Learn to clear your home and office of the messy buildups that cramp your mind and crimp your productivity. You'll get good advice and great tips on ways to de-clutter everything at work and at home, from your desktop to your hard drive, from your front hall closet to your filing drawers. PROGRAM HIGHLIGHTS: * 2 questions that decide the fate of every incoming piece of paper * How to create files that are easy to use * How to use the "4-boxes-and-a-list" system to tidy up messy areas * Things you seldom use: how to get them out of your way and still keep them within easy reach

Book Information

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