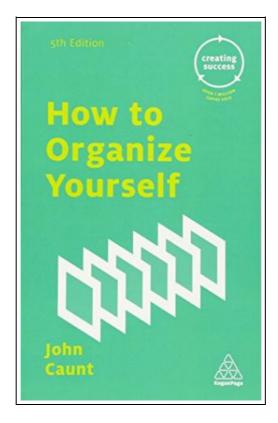
# How to Organize Yourself (Paperback)



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## Reviews

Very useful to any or all group of folks. It really is rally interesting through reading through period of time. Once you begin to read the book, it is extremely difficult to leave it before concluding.

(Mrs. Dorris Wintheiser)

## HOW TO ORGANIZE YOURSELF (PAPERBACK)



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Kogan Page Ltd, United Kingdom, 2016. Paperback. Condition: New. 5th Revised edition. Language: English. Brand New Book. How to Organize Yourself will help you to dramatically improve the way you work. With great tips on how to determine your goals, prioritize your tasks and manage your time, it also includes practical advice on how to: focus on the things that produce results; overcome distractions; build positive work habits; avoid information overload and make effective use of technology. Now in its fifth edition, new content covers the latest software advances that can help you get organized, how to deal with the ubiquitous presence of smartphones and how to adapt to the ever increasing scope for interruption and procrastination in our 24/7 lives. How to Organize Yourself will enable you to take control of your workload, reduce stress and fatigue, and free up time for the things that really matter. The creating success series of books. With over one million copies sold, the hugely popular Creating Success series covers a wide variety of topics and is written by an expert team of internationally best-selling authors and business experts. This indispensable business skills collection is packed with new features, practical content and inspiring guidance for readers across all stages of their careers.



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