



Organize Yourself (3rd Revised edition)

By Ronni Eisenberg

Turner Publishing Company. Paperback. Book Condition: new. BRAND NEW, Organize Yourself (3rd Revised edition), Ronni Eisenberg, 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. Ronni Eisenberg (Westport, CT) is a nationally recognized time management and organizational expert. Kate Kelly (Westchester, NY) is a freelance writer.



Reviews

Here is the best ebook we have read through right up until now. I could possibly comprehend every thing out of this written e pdf. Its been written in an remarkably easy way and is particularly only following i finished reading through this ebook by which in fact changed me, change the way i really believe.

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Very good e-book and valuable one. It can be written in basic words and phrases and not confusing. You will not really feel monotony at whenever you want of your own time (that's what catalogues are for concerning should you check with me).

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