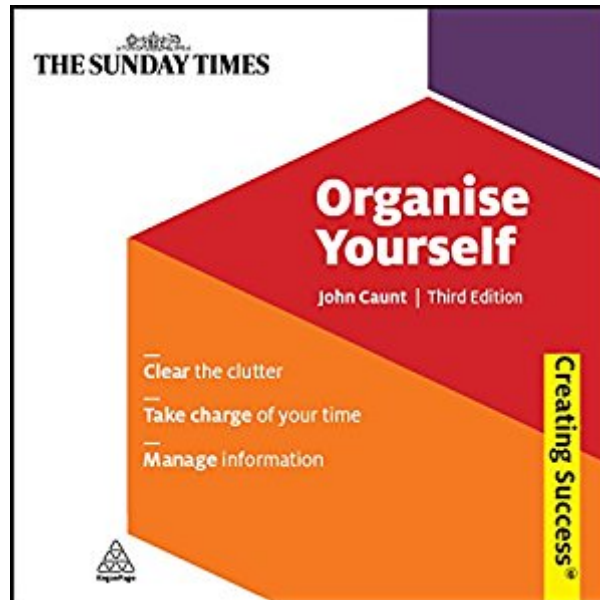


The book was found

Organise Yourself: Creating Success Series



Synopsis

Organise Yourself is a concise but comprehensive guide to improving all aspects of personal organization at work, such as determining goals, prioritising tasks and managing your time. Many people find it hard to get on top of their workload, constantly bounce from one task to another and struggle to prioritise, which can have a serious impact on productivity. Organise Yourself will help you to develop effective organisational skills and dramatically improve the way you work. It contains vital tips on seeing your way through complex problems, building positive workplace habits, avoiding information overload, overcoming distractions and interruptions, organising work space and filing systems, making effective use of technology and coping with the challenges of working from home.

Book Information

Audible Audio Edition

Listening Length: 4 hours and 29 minutes

Program Type: Audiobook

Version: Unabridged

Publisher: Audible Studios

Audible.com Release Date: March 10, 2010

Language: English

ASIN: B003BR06GC

Best Sellers Rank: #49 in Books > Audible Audiobooks > Business & Investing > Business Life

#1510 in Books > Audible Audiobooks > Business & Investing > Leadership & Management

#9444 in Books > Business & Money > Business Culture

Customer Reviews

This book covers just about everything you need to know, including organizing your office, home, home office or even trips. The section on using Technology is worth the price of admission. It recognizes the personal challenges as well as the technical and offers workable solutions. It is really about getting things done efficiently and effectively. You will be at least 20 percent better organized if you just take a few of the measures described. I wish I had had this book when I was starting my career; I would have saved a lot of wasted time.

This book has it all. It has an ample amount of tips for you to organize yourself and be the best that you can be. It has the tips for organizing to every aspect of your life which is why I regard this book as being the complete guide. After all, organization in every aspect is always a welcome attitude in

one's life which can be a start of achieving success. Before reading this book, I also happen to read the book entitled Ten Minutes To Find Out Why You Are Not Rich (Three Easy Steps Series) which is a short but meaningful book and will make you realize that it can be true and probably the reason why you are not rich after all.

I like that this book is not technical. I just need help in not getting overwhelmed. This book does that for me.

Pretty good stuff. I learned a lot of tips reading this kind of book. It was an interesting guide for me.

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Organise Yourself: Creating Success Series Time Management : 50 Secrets To Organise Yourself In A Noisy World And Kick Procrastination In The Butt! Event Planning: Plan Events Like a Professional, Impress Your Clients and be Your Own Boss in 12 Simple Steps (event planning, experience, organise, manage, ... be your own boss, work from home Book 4) Creating Career Success: A Flexible Plan for the World of Work (Explore Our New Career Success 1st Editions) Money: Saving Money: Success: Get More Money & Success In Your Life Now!: 3 in 1 Box Set: Money Making Strategies, Saving Money Strategies & World's Best ... Tips for Personal Finance & Life Success) Alfred's Teach Yourself to Play Mandolin: Everything You Need to Know to Start Playing Now! (Teach Yourself Series) Alfred's Teach Yourself to Play Mandolin: Everything You Need to Know to Start Playing Now!, Book, CD & DVD (Teach Yourself Series) Alfred's Teach Yourself to Play Harmonica: Everything You Need to Know to Start Playing Now!, Book & Harmonica (Teach Yourself Series) Teach Yourself Activex Programming in 21 Days (Teach Yourself Series) Alfred's Teach Yourself to Play Harmonica: Everything You Need to Know to Start Playing Now! (Teach Yourself Series) Alfred's Teach Yourself to Play Piano (Teach Yourself Series) Amazing Leonardo da Vinci Inventions You Can Build Yourself (Build It Yourself series) Amazing Math Projects You Can Build Yourself (Build It Yourself series) Amazing Leonardo da Vinci Inventions: You Can Build Yourself (Build It Yourself) Great Colonial America Projects: You Can Build Yourself (Build It Yourself) Great Ancient China Projects You Can Build Yourself (Build It Yourself) GREAT WORLD WAR II PROJECTS: YOU CAN BUILD YOURSELF (Build It Yourself) Great Medieval Projects: You Can Build Yourself (Build It Yourself) Amazing BEN FRANKLIN Inventions: You Can Build Yourself (Build It Yourself) Teach Yourself How to Become a Webmaster in 14 Days (Sams Teach Yourself)

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