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# Organizing Your Workspace For A Productivity Boost (Instant Insights)



## Synopsis

Did you know personal organization is the foundation for all increased productivity and success? A streamlined workspace plus a top-notch online and offline presence will dramatically boost your credibility and efficiency with Business Productivity Coach Marcia Ramsland's practical and innovative approach. Marcia has organized hundreds of client offices and businesses from corporate executive suites and office cubicles to solo entrepreneurs working from home offices. With step-by-step instructions you'll be able to reduce any paper piles, retrieve computer files quickly, pare down your e-mail, and upgrade your online presence. You'll be motivated to

- Maintain an organized life
- Boost your productivity
- Earn a reputation for getting things done
- Increase your bottom line
- Improve your satisfaction each day

Stepping into an efficient workspace each morning and closing down your well-organized computer at the end of the day will create the relief and personal satisfaction you've been looking for in work and life.

## Book Information

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Cleaning, Caretaking & Relocating

## Customer Reviews

The Productivity Boost I Needed! Motivational, Easy to Read and Follow! The Organizing Pro takes us back to the basics, empowering us to build momentum with greater impact in our business and personal lives. Written with experience and examples, Marcia's practical and insightful systems develop habits that allow us to maximize our workspace and day. Life changing--15 minutes is the difference between average and excellence! The instant insights at the close of each topic inspire us to take action. Marcia is a true coach!

Organization is sometimes so overwhelming. This book is a short, easy read with many practical, applicable tips to get started. Love how she breaks up the physical spaces and the cyber spaces. Also, how to tackle each area so one can see the progress along the way.

I was never able to access it after paying for it, so I cannot review it. The poor rating is for the failed installation

An organized presentation with many helpful ideas and hints on how to get more work done by being organized.

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