

How to Organize Your Life & Get Rid of Clutter

AB Jackson



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How to Organize Your Life & Get Rid of Clutter AB Jackson **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

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From reader reviews:

Thomas Britton:

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Thomas Schulz:

Reading a guide tends to be new life style in this particular era globalization. With reading you can get a lot of information that will give you benefit in your life. Having book everyone in this world could share their idea. Books can also inspire a lot of people. Lots of author can inspire their particular reader with their story as well as their experience. Not only the storyline that share in the books. But also they write about the information about something that you need example. How to get the good score toefl, or how to teach your young ones, there are many kinds of book that you can get now. The authors on this planet always try to improve their ability in writing, they also doing some investigation before they write to their book. One of them is this How to Organize Your Life & Get Rid of Clutter.

Sandra Bryson:

Is it an individual who having spare time then spend it whole day simply by watching television programs or just laying on the bed? Do you need something totally new? This How to Organize Your Life & Get Rid of Clutter can be the respond to, oh how comes? A book you know. You are consequently out of date, spending your time by reading in this completely new era is common not a geek activity. So what these ebooks have than the others?

Everett Dean:

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