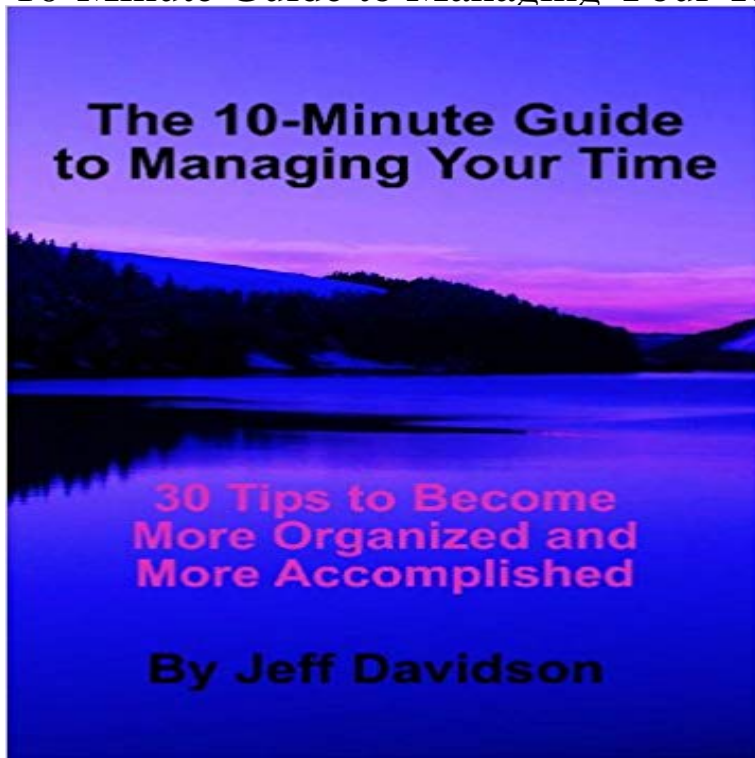


## 30 Tips to Become More Organized and More Accomplished (The 10-Minute Guide to Managing Your Time)



Some people seem to be born organized. When you look at their desks, offices, cars, and homes, everything seems to be in its place. The way they schedule and complete projects, or even make time for leisure, seems to say Im organized. Conversely, others seem to have a knack for disorganization. All the spaces of their lives seem to be cluttered. Project files are all over place. They never know where anything is. Is being organized versus not being organized a matter of being born under a lucky star? Or, do people who are organized engage in a few key behaviors that anybody can learn? In this e-book, you will learn the principles of personal organization that will allow you to accomplish more in less time with less stress. You will also learn how to arrange your office, desk, and working materials in the most efficient way, and how to streamline your meetings at work.

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