



Ten Minute Guide to Getting Organized (Management (Macmillian)) by Bernstel, .

By Stephen; Windhaus

Alpha, 2002. Taschenbuch. Condition: Neu. Neu - This guide is based on the philosophy that organization is a skill and, like all skills, it can be learned. The author provides steps for creating systems that will save you time and labor, shows you how to keep your desktop clutter-free, helps you avoid procrastination and excuses, and introduces you to organizational tools that will benefit both you and your staff. 168 pp. Englisch.



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Reviews

Very beneficial to all of class of people. I am quite late in start reading this one, but better then never. You may like just how the writer create this publication.

-- **Audra Klocko PhD**

Thorough information! Its this type of great go through. It is amongst the most incredible publication i actually have read through. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Germaine Welch**