



The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time

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Wiley, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary:

INTRODUCTION: Personal Efficiency Program: The Missing Link. Source of the Problem. How Do We Cope? Down to Details. No Longer a Missing Link. Working with Others. It Will Not Be Easy, But It Will Be Worth It. CHAPTER 1: Do It Now! Why the Personal Efficiency Program Works. Start with Your Desk or Work Space. Overcoming Procrastination. Not Everything Can or Should Be Done Now. Build Decisiveness into Your Work Habits. Establish Do It Now Work Habits. Perfection. Discipline. Follow-Up for Chapter 1. CHAPTER 2: Organize It Now! A Soldier's Story. Cleaning Out the Clutter. Where Does Clutter Come From? Why Clutter Stays There. Out of Sight? Don't Overlook the Obvious. Start with the Basics. Your Office Toolbox. Become Familiar with Tools As They Come on the Market. Organizing Files-Beginning with Paper. Tips-What to Keep, Where to Keep It, and What to Throw Away. Tips for Improving Your Paper Filing System. Filing and Labeling. Organizing Electronic Files. Let the Computer Find Your Documents for You. Organizing Shared Electronic Files. Organizing E-Mail. Creating and Organizing Your E-Mail Address Book. Organizing the Computer Desktop to Access Applications and Files Easily. Organizing Other Media. Summary. Follow-Up for Chapter 2. CHAPTER 3: Do It Routinely. Keep a Time Log. Electronic Time Log. Overcome Information Overload. Beyond the In Basket. Batch the Routine Work. Schedule and Avoid Having to Decide. Parkinson's Law and

Reviews

A top quality publication along with the font used was intriguing to read. I really could comprehend everything using this written e book. Its been designed in an remarkably straightforward way and it is only after i finished reading through this publication by which basically altered me, modify the way i believe.

-- **Cathrine Larkin Sr.**

Very useful to all of group of people. I actually have read through and so i am certain that i will planning to study yet again once again down the road. I am just very easily can get a satisfaction of looking at a created book.

-- **Mark Bernier**