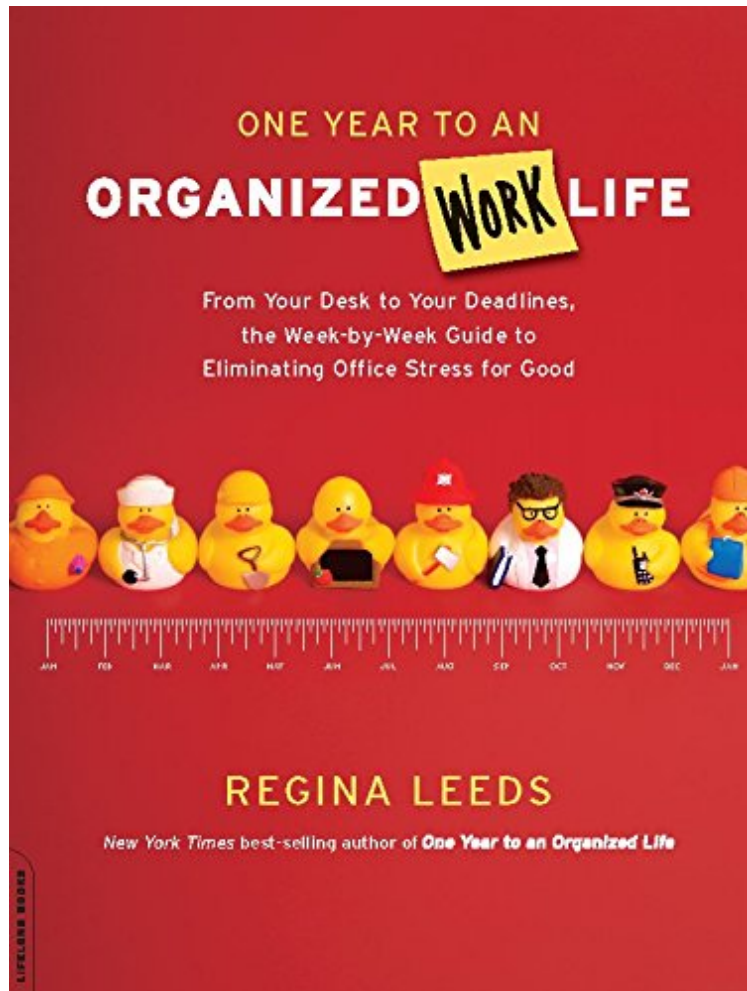


(Library ebook) One Year to an Organized Work Life: From Your Desk to Your Deadlines, the Week-by-Week Guide to Eliminating Office Stress for Good

One Year to an Organized Work Life: From Your Desk to Your Deadlines, the Week-by-Week Guide to Eliminating Office Stress for Good

Regina Leeds

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series of books! 2 of 3 people found the following review helpful. Good for lists of what to keep in your office, bag, car... Bad for how to sort your digital files and email. By ArchiMark This is a just ok book about organizing one's office and work-related spaces and tasks. I found the content to be spotty - the strength was in the chapters about physically organizing objects. Unfortunately the author doesn't seem to have as much expertise with organizing digital content (files, emails, contacts), or with software for various purposes, thus the chapters that touch on those subjects are weak, half-hearted attempts to include these topics. Example: regarding email she gives a few very general and obvious sorting tips, and then advises that the reader consult other experts for specifics. I would have preferred that those chapters either be omitted entirely or that the author would have enlisted a co-author to help with more in-depth, worthwhile content. The chapters that provide ideas about filing, what to keep in one's work bag, and how to organize and de-clutter an office were all helpful - though she's so very, very specific about precisely what types of labels and folders to purchase that I couldn't help but wonder if certain office supply companies may have paid for those mentions. I found the general organizational strategies helpful but I didn't want to run out and buy a pile of new stuff (that seems counter-intuitive to the goal of reducing clutter!) so I adapted her systems to what I had on hand and it worked fine despite not having extra-capacity box-bottom folders, special long label tabs for my hanging folders, or the particular brand of vinyl folders she says I should be carrying around in my bag. Most get-organized-in-a-year books by this author and others start off the year with a chapter that's mostly about a fresh start: organizing your mind, sleep habits, keeping a journal, etc. This may work for some people but I always get impatient with that type of content because I'm ready to get to the actual organizing of "stuff". So I skimmed through January and skipped right ahead to February. If I ever write an organization book it's going to start with a big messy project - because January is when people are fired up with new energy to carry out their resolutions to get organized! All that journaling and sleeping might be more welcome to me around October. There were a lot of diversions into anecdotes about the author's life and her clients. The self-promotion of her personal organizing business did become grating, and some of the stories just seemed like space filler. I'm not sure why authors feel a need to provide a lot of stories to assure you of their expertise when you've already bought the book. I'd rather have more organizing tips and fewer stories. At the end of the year I was somewhat better organized, and somewhat tired of this book, so I promptly de-cluttered my office by getting rid of it.

For many of us, the workplace is our second home...and it's just as messy. But who would you be if you felt totally in control of your schedule, your workload, and your career? *One Year to an Organized Work Life* is a unique week-by-week, month-by-month system to streamline your workspace, take the anxiety out of your job, and have more time for what you love. Using her unique Zen organizing approach, professional organizer Regina Leeds shows readers the simple steps to get more done in less time from clearing your desk and organizing your files to dealing with email and making meetings efficient. Regina helps you tackle the sources of stress, disorganization, and time management difficulties so that over time, life becomes easier, not overwhelming. Whether you're looking to advance your career, balance your work and family, or just deal with the daily deluge of paperwork, *One Year to an Organized Work Life* will help you spend less time at the office and go home happy.