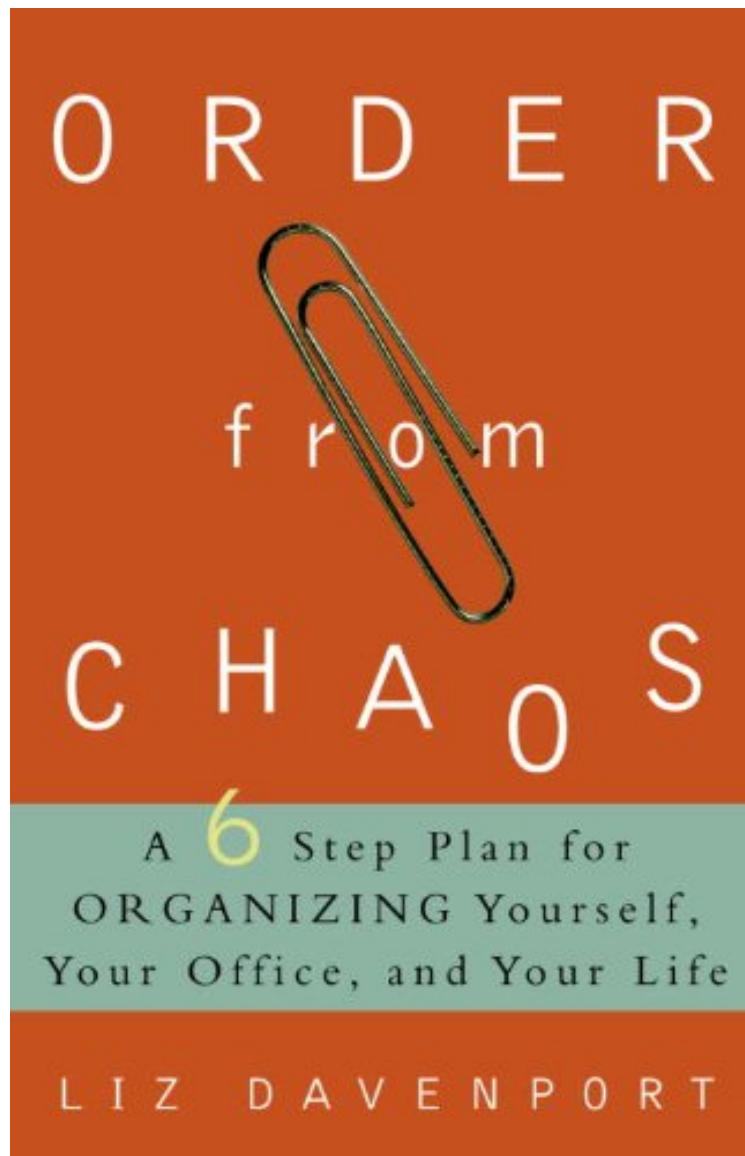


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Order from Chaos: A Six-Step Plan for Organizing Yourself, Your Office, and Your Life

Liz Davenport

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Liz Davenport : Order from Chaos: A Six-Step Plan for Organizing Yourself, Your Office, and Your Life
before purchasing it in order to gauge whether or not it would be worth my time, and all praised Order from Chaos: A Six-Step Plan for Organizing Yourself, Your Office, and Your Life:

0 of 0 people found the following review helpful. This is a Great Book!By Sonnig FreitagI'm not certain why I

purchased this book; perhaps because there were a fair number of reviews and all were positive. I remember thinking (and still do) that the cover looked a little 1950ish, even though the book is not. I own a number of organizing books and generally glean good information from each one, but never a solution. This book is my solution. I am reading it for the second time and spent four days this week reorganizing my desk and corner of a busy public school main office. I cannot believe how much STUFF I have cleared out. Banker boxes are on order and documents I will likely never need again, but that I was holding close and dear, will be going to the highest shelf in the storeroom. Documents and forms I need to access a few times a week are now a few feet away, easily accessed but not encroaching on my space. Those folders that I need to access a number of times each day, generally just to put something in pending a project, are in my left hand drawer. Previously I tried to have anything and everything visible thinking it would help me find things readily and remember what needed to be done. It seemed to make sense, but it definitely wasn't working. Now I have two work spaces: My "How can I help you" and my "The fact that I have my back to you suggests you come back at another time." Admittedly, it is not September and the office is rather quiet, but I can't imagine the system not working, as it certainly speaks to me. I know there will be tweaks and nudges and epiphanies. There are two organizing books I have read that make me want to buy into the whole concept (and it take a lot to get me to buy into any concept!): Order from Chaos and David Allen's Getting Things Done. I will be utilizing both for my office and my home. I don't think I will be ordering any more books on organizing; well, maybe for my wardrobe. I'm a little embarrassed to admit that I am actually excited! I know; weird...26 of 27 people found the following review helpful. This book changed the way I work. In hindsight, the author's advice seems like obvious common sense tips. But that's the way all great ideas work: once discovered, you can't imagine how you didn't think of that before. I've loaned the book out to several co-workers and friends, but none of them have opened up the book, so their lives remain chaotic. Buy the book. And read it. You'll be glad you did. Prior to reading this book I had stacks of paper and files scattered around my office, and dozens of to-do items scribbled in three different notebooks and on scraps of paper. I work hard but I never felt productive because I was aware of all of those action items around me that I wasn't finding the time or energy to get to. After reading the book, my desk is clean, my floor is clear of stacks of "stuff", and there's a set of trays on my desk that gets cleaned out in a methodical manner. When I'm not at work, I'm not thinking of the hundred things I need to get accomplished the next day, because I have a plan in place. All thanks to the book. The author's cockpit idea is brilliant, and I'm in the process of trying to apply that idea to my garage and my kitchen at home. I'm confident that this book will allow me to bring Order to those chaotic spots just like it did for my office. One side note: the author spends a few pages towards the back of the book trying to sell you her planners. You might benefit from those planners, but you can adopt most of the author's tips and tricks using standard Franklin or Day-Timer planners instead. 0 of 0 people found the following review helpful. I am Super Late with my review of this book but very ... By candi bl am Super Late with my review of this book but very pleased with my purchase... Thank you :)

The Six Steps to Organizational Freedom Do you: *Miss important deadlines at work? *Forget to return urgent phone calls? *Lose papers that were "just here a minute ago"? *Have multiple layers of sticky notes on your computer? *Leave projects unfinished for days, weeks, or even months at a time? If any of these sound familiar, then you are among the ranks of the disorganized; whether mildly or completely; and Liz Davenport has written this book just for you. Order from Chaos is the organizing book for disorganized people. In six easy steps she offers a system that will help you clean up your act. She demonstrates how to clear your desk by teaching you what's trash and why, reveals what a calendar is really meant to be, and provides a no-fail system for prioritization. At the end of the day, your desk will be clear and your mind will be free to relax. Rather than offering overcomplicated instructions for filing systems and time management plans, Order from Chaos focuses on ease of use. There is not one person; from office assistant to CEO; who will not benefit from this straightforward, easy-to-maintain plan. From the Trade Paperback edition.

From Publishers Weekly Three Rivers presents two related self-help titles in December. In Order from Chaos: A 6-Step Plan for Organizing Yourself, Your Office, and Your Life, Liz Davenport offers specific practical suggestions to those who feel overwhelmed by physical and mental clutter. Davenport, owner of an organizing business with the same name as the book, teaches readers how to distinguish trash from necessities, organize their desktops (a Desktop File, an In Box, a To Read box, a To File box), keep their planners manageable and many more time- and mental health-saving devices. Dec.) Copyright 2001 Cahners Business Information, Inc. From Booklist Davenport owns a business called Order from Chaos, and this book, based on her work, is a six-step guide to time management through organization. Davenport walks the reader through getting one's office under control, what to carry in the attache, and scheduling time throughout the day to maximize effectiveness. She uses a system she calls Air Traffic Control, which is the key to her time-management system. You become your own pilot and your office is the cockpit. The aeronautical terminology used throughout the book actually puts an interesting spin on a logical system to re-organize behavior. Davenport goes beyond mere organization, prompting readers to examine their daily habits, which can be

the root of organizational problems. She outlines a plan to readjust those habits to provide you with more free time to--
fly. Eileen Hardy Copyright copy; American Library Association. All rights reserved About the Author Liz Davenport
has brought hope to thousands of office workers afraid to open their desk drawers. She owns an organizing business,
also named Order from Chaos, that serves individuals, companies, organizations, colleges, and government offices.
She lives in New Mexico.