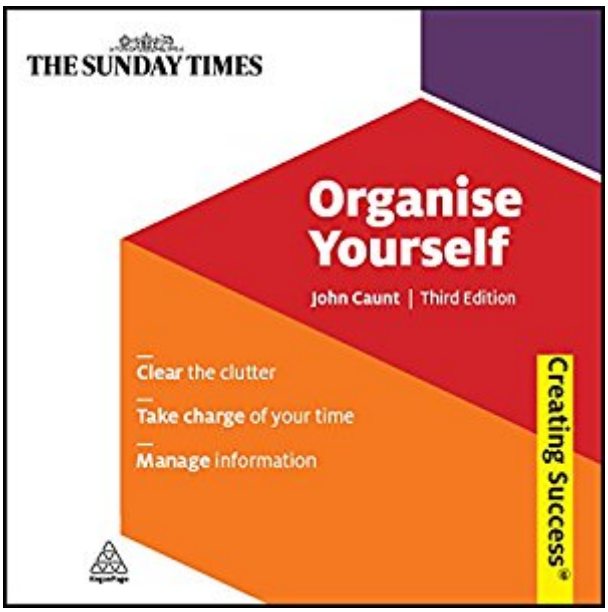
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Organise Yourself: Creating Success Series



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Synopsis

Many people find it hard to get on top of their workload.Ã Â They constantly bounce from one task to another and struggle to prioritize, which can have a serious impact on productivity. Ã Â Organise Yourself helps readers develop effective organizational skills and dramatically improve the way they work. It contains tips on seeing through complex problems, building positive workplace habits, avoiding information overload, overcoming distractions and interruptions, organizing work space and filing systems, making effective use of technology, and coping with the challenges of working from home. --This text refers to an out of print or unavailable edition of this title.

Book Information

Audible Audio Edition
Listening Length: 4 hoursÃ Â andÃ Â 29 minutes
Program Type: Audiobook
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Publisher: Audible Studios
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ASIN: B003BR06GC
Best Sellers Rank: #65 inÃ Â Books > Audible Audiobooks > Business & Investing > Business Life #2143 inÃ Â Books > Audible Audiobooks > Business & Investing > Leadership & Management #14429 inÃ Â Books > Business & Money > Business Culture

Customer Reviews

This book covers just about everything you need to know, including organizing your office, home, home office or even trips. The section on using Technology is worth the price of admission. It recognizes the personal challenges as well as the technical and offers workable solutions. It is really about getting things done efficiently and effectively. You will be at least 20 percent better organized if you just take a few of the measures described. I wish I had had this book when I was starting my career; I would have saved a lot of wasted time.

Best book on getting yourself organised that I have read. To the point. Well written concisely. Another US book has almost the same title, but Oganised is spelled with a Z. They are not the same book. This one is from the UK and decidely better. Shipped quickly and received in excellent condition. This is a keeper type book - one to refer to over time.

This book exhaustively gives the information needed in being organised, either @ work or home! I liked the summaries provided at the end of each chapiter. These should be referred to as quick guidelines in time constraint situation. The Urgent-Important Model presented in this book was my favorite part! The use of information from this book with all along of the effort of the reader will obviously lead to achieve a lot in life.

I like that this book is not technical. I just need help in not getting overwhelmed. This book does that for me.

Pretty good stuff. I learned a lot of tips reading this kind of book. It was an interisting guide for me.

Finally a book that walks you through, step by step, so you are not overwhelmed and give up before you get through one part of the room.

So far the ebook is interesting in that it’s more a guru guide to organization. Meaning instead of just showing you how to organize, it attempts to break the disorganization habit. I can gave it a better rating once I completed it. If I can figure out where it is.

This book has it all. It has an ample amount of tips for you to organize yourself and be the best that you can be. It has the tips for organizing to every aspect of your life which is why I regard this book as being the complete guide. After all, organization in every aspect is always a welcome attitude in one’s life which can be a start of achieving success. Before reading this book, I also happen to read the book entitledÃ Â Ten Minutes To Find Out Why You Are Not Rich (Three Easy Steps Series)Ã Â which is a short but meaningful book and will make you realize that it can be true and probably the reason why you are not rich after all.

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