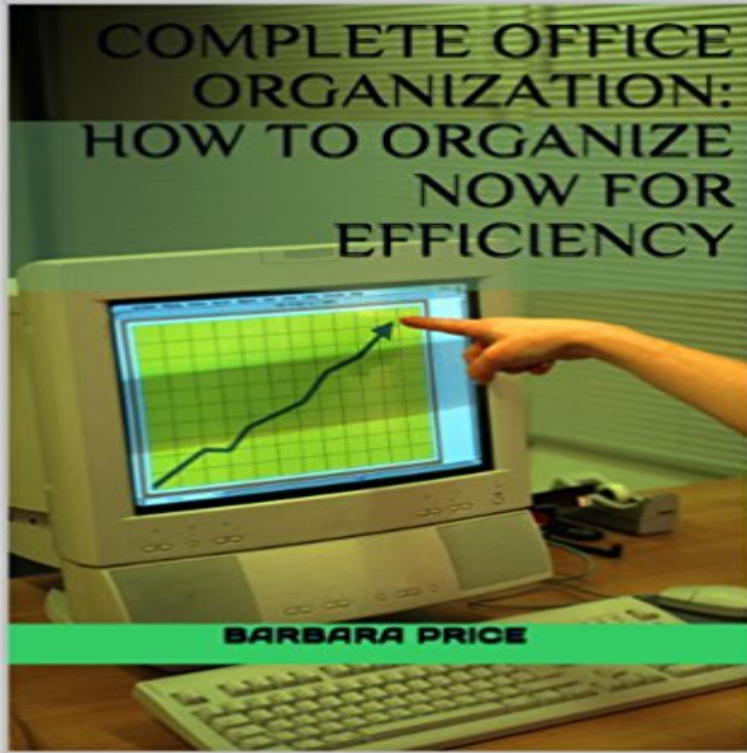


Complete Office Organization: How to Organize Now for Efficiency



Organize your office quickly and easily with these clearly written instructions and tips. Written by Barbara Price, who has been organizing offices, trade show booths and homes for over 20 years, this is the guide you have been waiting for to finally get control of your paper and become more efficient at home and at work. Heres what this book includes: * The bare minimum you can do...step-by-step * Make your space work for you * Declutter your desk * The mobile office * Eliminate paper clutter * Complete your office makeover * Why your office isnt organized * 140 helpful tips to organize your office (at home or work)

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