



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

Reviews

This composed book is excellent. This really is for all who statte that there had not been a worth reading through. Your life period will probably be change as soon as you total looking over this ebook.

-- Cheyanne Barrows

The book is fantastic and great. I have go through and i also am certain that i will planning to read through once more once more down the road. Its been printed in an exceedingly simple way and is particularly simply after i finished reading through this publication through which really changed me, change the way i think.

-- Hank Powlowski