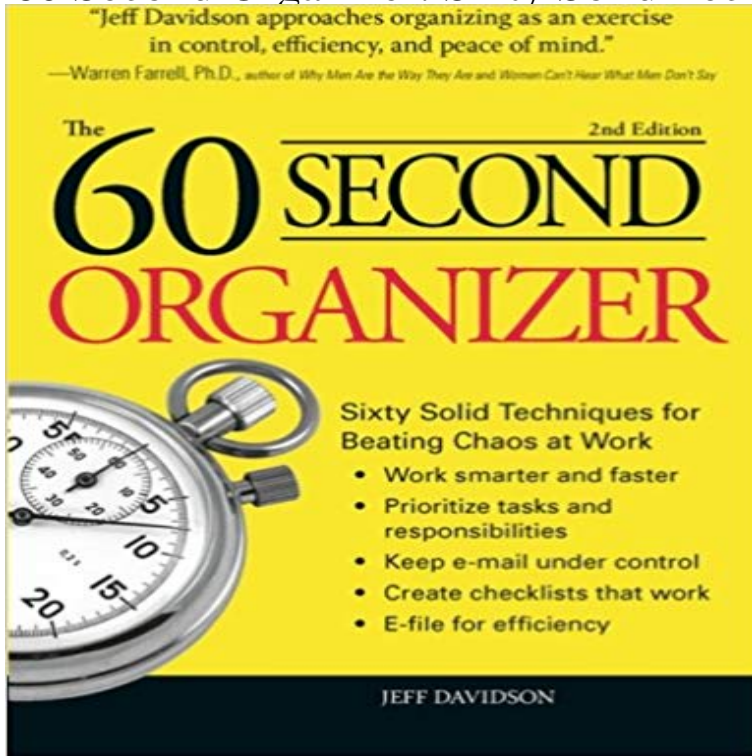


## 60 Second Organizer: Sixty Solid Techniques for Beating Chaos at Work



Jeff Davidson approaches organizing as an exercise in control, efficiency, and peace of mind. Jeff can tell it like it is, because he is like he tells it. -Warren Farrell, Ph.D., author of *Why Men Are the Way They Are* and *Women Can't Hear What Men Don't Say* Does your desk look the scene of an explosion? Is your computer crowded with pointless files? Are the tools you need always buried under piles of junk? If so, Jeff Davidson has the solutions for you. With sixty simple, immediate techniques, he shows you how to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. With this handy manual by your side, you can banish chaos from your cubicle forever! Jeff Davidson is the author of numerous books, including *The 60 Second Self-Starter* and *The Complete Idiots Guide to Managing Your Time*, as well as the audiobook *The Power of Simplicity*. Davidson, a resident of Chapel Hill, NC, is also a noted professional speaker. Visit his Web site at [www.BreathingSpace.com](http://www.BreathingSpace.com).

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