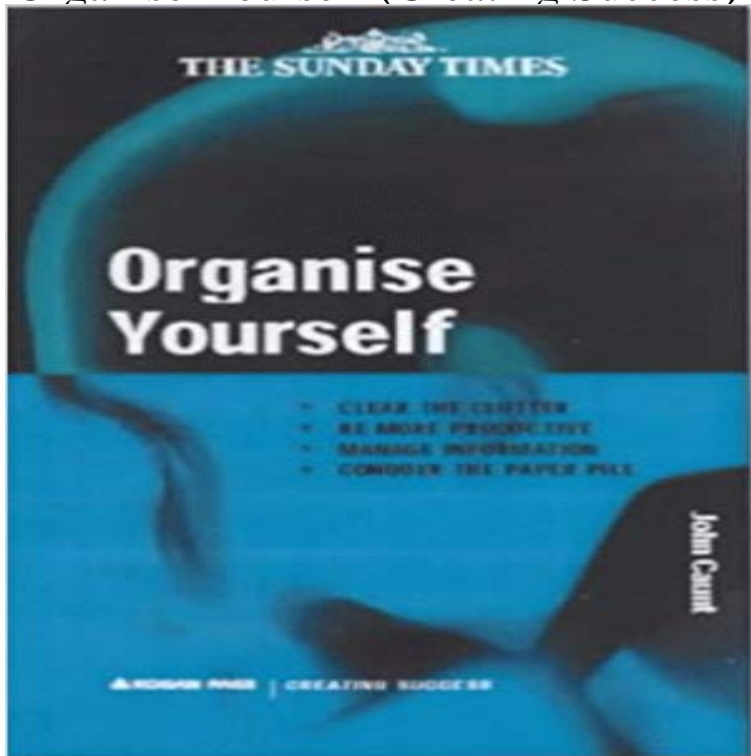


## Organise Yourself (Creating Success)



Organise Yourself is a practical, no gimmicks, no nonsense book, which takes its subject seriously...It raises many good points and offers sound advice. - Nine To Five. Are you never quite able to get on top of your workload? Is your day spent plunging from one task to another - not enough time, too much paper, too many interruptions? It is a common problem. In every walk of life, competent people are struggling to respond to the constantly rising pressure to squeeze more out of their working day. To meet this challenge, you need to be organized. This means being clear about priorities and being able to manage time, people, paper and technology effectively, in order to deliver the results on which you will be judged. Organize Yourself offers a concise, but comprehensive guide to improving all aspects of personal organization, including: determining goals and priorities; managing time; developing new work habits; improving decision making; working with others; organizing reading and paperwork; using technology productively; organizing office space; and maintaining effective filing systems. With the assistance of this book, you can make lasting changes to the way you work, and reap the benefits of greater organization. These include: less time spent fire-fighting and responding to crises; a sharper focus on the things that matter most in terms of producing results; the ability to see your way through complex problems and challenges; more time for family, friends and leisure; reduced stress and fatigue. John Caunt is a freelance writer and trainer. His previous experience includes over 20 years in further education, during which he designed and organized numerous training programmes and held a range of senior management responsibilities. He is the author of 30 Minutes to Manage Information Overload, also published by Kogan Page.

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