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Sixty Solid Techniques for Beating Chaos at Work
By Jeff Davidson Item No. #Z2402

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"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 Idiot's 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.

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