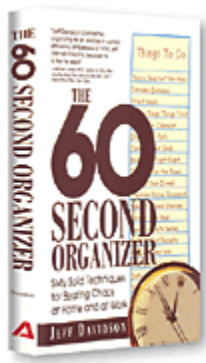


The 60 Second Organizer

Sixty Solid Techniques for Beating Chaos at Home and at Work!

by Jeff Davidson



Summary

Lack of organization costs most people time and mental energy. To help them overcome distractions and create more control, efficiency, and peace of mind, organizational guru Jeff Davidson has created *The 60 Second Organizer*. In it, he shows readers how to streamline their lives to create and maintain more order at the office, at home, and wherever the stress and chaos of disorganization create obstacles to getting work done. Davidson offers many handy tips for organizing spaces, tracking progress, and defeating perfectionism.

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