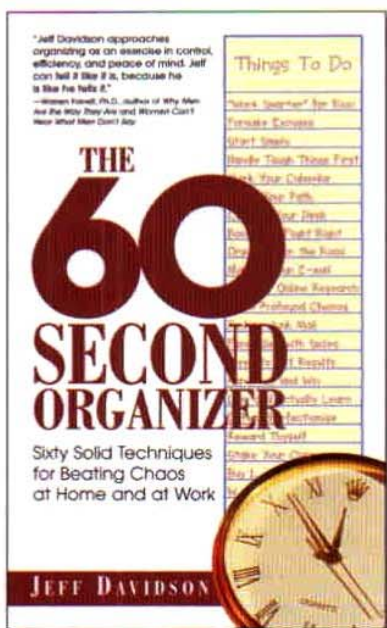


The secrets to busting disorganization in one minute flat!

The 60 Second Organizer

Sixty Solid Techniques for Beating Chaos at Home and at Work

Jeff Davidson



about the author

Jeff Davidson (Chapel Hill, NC) is the author of *The 60 Second Procrastinator*, *The Complete Idiot's Guide to Managing Your Time*, and *The Complete Idiot's Guide to Managing Stress*. He is a professional speaker, found on the Web at www.breathingspace.com.

Ship Month: October

Publication Month: November

Self-Help, Trade Paperback

5 1/2" x 7 1/8", 160 pages

\$9.95 (Canada \$14.95)

ISBN: 1-59337-105-5

UPC: 0-4507970105-2

EAN: 9-78159337105-0

Rights: World Rights

- Organization at home and at work has never been more popular—or more necessary!
- Contains fast tips that can be applied right away
- Great New Year's promotional potential

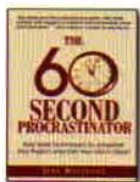
The 60 Second Organizer is an easy-to-read, enjoyable, effective guide to taming the paper tiger and tackling the stress and chaos of disorganization. Author Jeff Davidson offers sixty solid techniques—one for each minute of the hour—for getting and staying organized at home and at work.

Among the sixty immediately applicable techniques:

- Start simply
- Defeat perfectionism
- Recognize fallibilities
- Reward thyself
- Track progress
- Organize spaces strategically
- Be productive on public transportation

Each part gives readers easily digestible tips for streamlining their lives and maintaining order at their desks, the office, at home, in the car, and places in-between. *The 60 Second Organizer* is a motivational jump-start to drop the excuses and get organized!

Also Available by Jeff Davidson:



The 60 Second Procrastinator
\$9.95, 1-58062-923-7