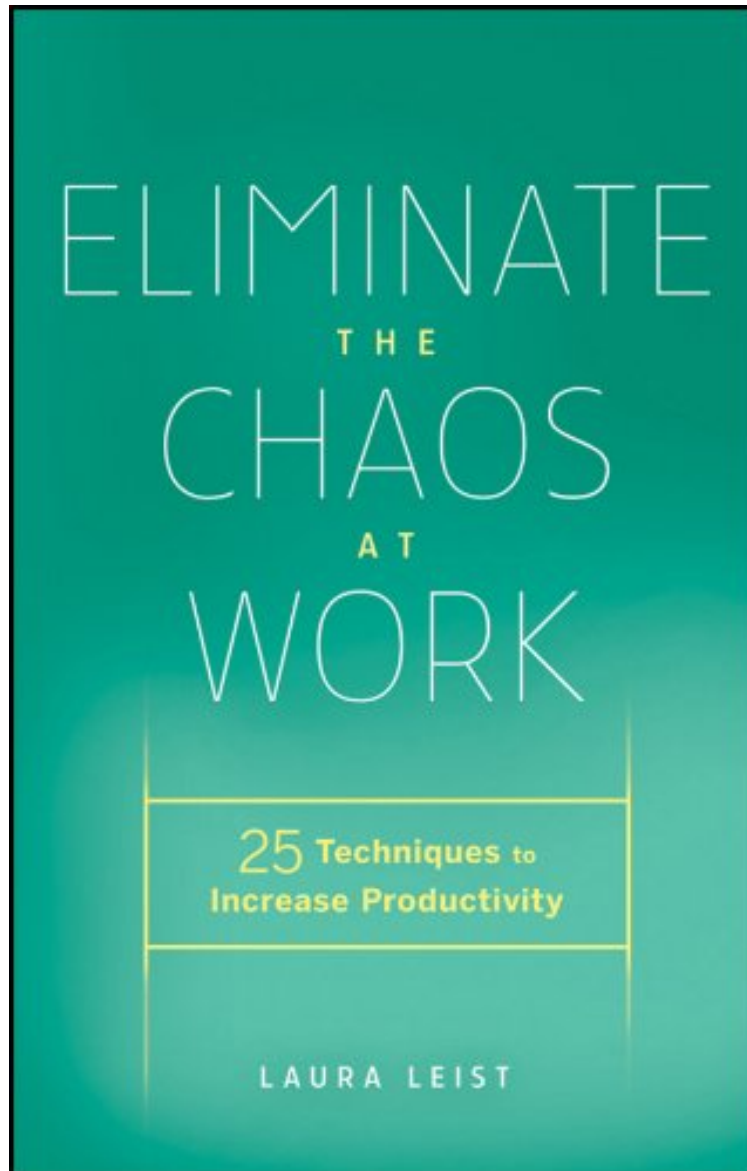


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Eliminate the Chaos at Work: 25 Techniques to Increase Productivity

Laura Leist

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Create office efficiency and business productivity with this helpful book. Eliminate the Chaos at Work increases your business productivity and peace of mind by showing you how to create streamlined information systems, processes and workflows. Laura's proven 25 techniques are easy to implement, realistic and results oriented. Using these techniques, you can take control over your time and information to create workable systems built to reflect how you think and process information. Eliminate the Chaos at Work breaks down the everyday organization and productivity challenges you face at work into four areas: time, paper and information management as well as managing all of the stuff in your office. You'll learn effective time and information management techniques including how to: Produce logical, user friendly information management systems to ensure information is organized and easily retrievable Schedule and manage meetings that aren't total time wasters Implement a system to process and follow up on e-mail Create an organized e-mail filing structure for easy retrieval De-clutter paper files, decide what can be stored, scanned, shredded or recycled Learn what paper management system will work best for you and how to create the filing structure Use the PAPERS method for maintaining efficient paper management systems Determine which task management system is right for your needs and how to manage your tasks and projects daily using the 20-minute rule Use the 10-step process to organize the stuff in your office Imagine working in an office where you feel in control and on top of things, instead of overwhelmed. Setup a comfortable workspace and make yourself and your team's office more productive, supported and in control with Eliminate the Chaos at Work.

"Eliminate the Chaos at Work is the rare book to tackle the ambiguity and paralyzing choices created by technology. She shows you how to use tools, not become subservient to them, with pragmatic and applicable ideas." ---Alan Weiss, PhD "Laura Leist's practical insights make work MORE manageable. Roll up your sleeves and consider these techniques to optimize your workflow!" ---Scott Belsky "A well organized, approachable, practical guide to becoming more productive at work. If you are short on time, big on goals and want to become more effective, this book is a fantastic resource." --Julie Morgenstern I just love "nuts and bolts" books that give practical ideas that are attainable - as opposed to theories and philosophical banter. Just make sure you take the time to implement some of Laura's suggestions." --Harold Taylor "Laura Leist has written a book that will increase your productivity every time you pick it up! Eliminate The Chaos at Work provides practical Laura-tested techniques to help you do exactly that! I highly recommend it!" --Barbara Hemphill From the Inside Flap Has your office been taken over by stacks of documents and stuff you are not sure how to store for future retrieval? Are your documents and electronic information scattered in too many places, making it difficult to find information quickly? Do you leave meetings wondering what was accomplished? Is your task management system out of control or non-existent? If so, it's time for you to Eliminate the Chaos at Work. At long last, you can take control of your workday. Eliminate the Chaos at Work guides you through twenty-five techniques to increase your productivity. You don't need to read the entire book to understand a methodology; simply turn to the sections or chapters you need help with, read, and put the methods into practice immediately. By creating and implementing organize systems and changing certain habits and behaviors, you will free yourself from time-wasting activities and burdensome distractions. The author's proven techniques are easy to implement, realistic, and results-oriented when it comes to managing your time, information, and expectations. Eliminate the Chaos at Work breaks down the everyday organization and productivity challenges you face at work into four areas: time, paper, information management, and managing all of the stuff in your office. You'll learn effective time and information management techniques, including how to: Schedule and manage meetings that aren't total time wasters Implement a system to process and follow up on e-mail Create an organized e-mail filing structure for easy retrieval Produce logical, custom information-management systems tailored to your business to ensure information is organized, easily retrievable, secure, and backed up, as well as foolproof ways to maintain them Declutter paper files, and decide what can be stored, scanned, shredded, or recycled Learn what paper management systems will work best for you and how to create the filing structure Use the

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