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Organization skills

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Abstrak

This book will help you realize the benefits of good organizational skills. The advice here will help you become more organized so that you will get the most out of your school, work, and personal time. The following are some of the topics covered in this book: 1. Building time-management skills that will teach you to prioritize, be on time, and have more time. 2. Creating an effective to-do list and a weekly schedule that incorporates goals you have set for yourself. 3. Avoiding everyday ?time wasters? such as unnecessary telephone calls and Internet use. 4. Changing your habits and stopping yourself from getting bogged down by procrastination. 5. Avoiding mess and clutter in your workspace through the use of a filing system and other organization techniques. 6. Enhancing your time-management skills so that all areas of your life become more organized.