



Organizing for Success: More than 100 tips, tools, ideas, and strategies for organizing and prioritizing work

Kenneth Zeigler

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You will save up to two hours per day with new and innovative tips, tools, and strategies from a top time-management trainer

Organizing for Success provides you with a new approach to handle all the demands that bombard you both at work and at home. It shows you how to develop fundamental skills such as:

- How to set the right goals
- How to use the "veggie" principle to accomplish priorities on deadline
- How to manage time effectively using anything from a simple pad of paper to the latest electronic gadget

Author Ken Zeigler has personally trained thousands of professionals, providing him with great exposure and even landing him on the cover of *Investor's Business Daily*. Here, he supplies you with:

- Techniques for developing a master list to focus on what's important
- Hands-on methods for getting off to a fast start
- Strategies for controlling interruptions, e-mail, the phone, and the desk

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