



Lost In Your Own Office: Tips for Getting Organized

Anne McGurty

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Unclutter your brain! Let organizing do the work for you. Anne McGurty, Founder and CEO of Strategize & Organize, www.StrategizeandOrganize.com, shows you how. This fun and light-hearted book gives you practical tips on knowing where you put "it" and teaches you to save time. You will also get tips on how to reduce stress, turn chaos into order, improve your bottom line, review your systems and office procedures, create performance metrics and accountability and discover your customer perspective.

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