



Organizing For Dummies, Mini Edition

Eileen Roth

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Organizing For Dummies, Mini Edition Eileen Roth

Clean up your act, get more done, and have more time for fun!

Packed with proven organizing systems and techniques, this guide shows you step-by-step how to break down organizing jobs into bite-size pieces, assemble the tools and supplies you'll need, and much more.

Open the book and find:

- How to make time to get organized
- Ways to personalize your organizing plan
- Tips for using containers to put everything in place
- Advice on how to train your mind to be organized

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