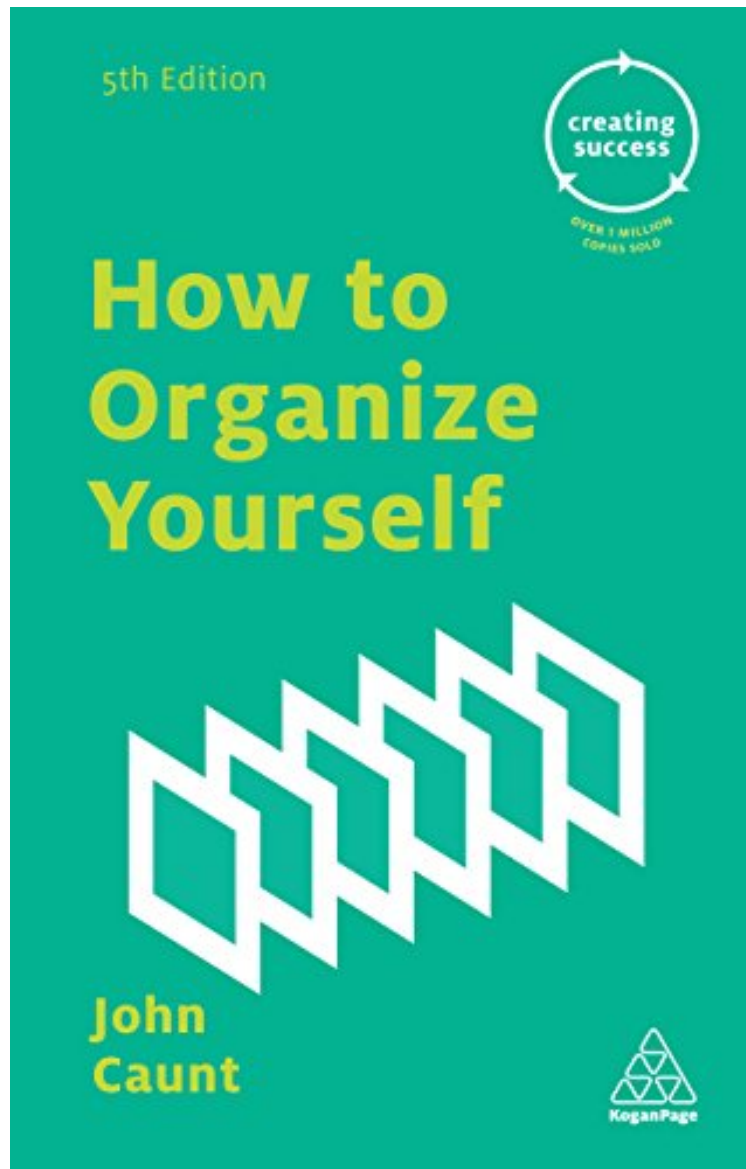


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How to Organize Yourself (Creating Success)

John Caunt

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"Following the book's straightforward advice means less stress and fatigue, better productivity and job satisfaction, and more time for family, friends and leisure." (Reader review - business executive) John Caunt offers creative ideas for individuals who perennially can't find their notes and miss their deadlines, and provides some modest but workable solutions to chaos and clutter. We recommend this easy-to-read handbook to disorganized people who have always wondered how the other half does it." (Ralf Dobelli, getAbstract) "Ideal for a very broad spectrum of people... after reading it and taking on board the advice, you should really notice a difference in your organizational skills." (Reader review - accounting technician) About the Author John Caunt is a freelance writer, life coach and trainer. His previous experience includes fifteen years as a senior manager in further education