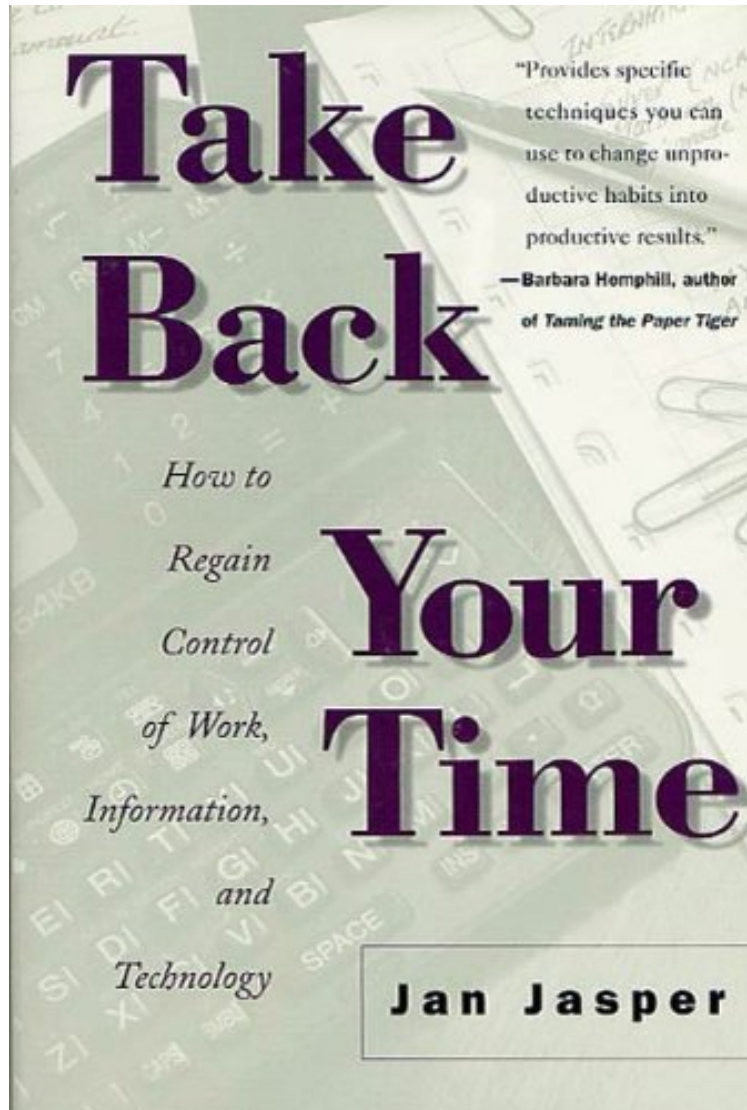


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Take Back Your Time: How to Regain Control of Work, Information, and Technology

Jan Jasper

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For every successful person in a perpetual-crisis mode--swimming in papers, overrun with complicated new technology, hamstrung by details, and starving for time--Jan Jasper's Take Back Your Time offers simple, practical

strategies for getting back your desk, your peace of mind, and most of all your time. At last, a clear, practical, and supportive guide to getting out from under the memos, Post-its, catalogs, magazines, e-mail messages, old clothes, and other clutter taking over your space and our lives. Written with a generous understanding of why we hold on to clutter and other self-defeating habits, the book covers: -Conquering desktop clutter-Taking your personal time inventory - Beating procrastination -Managing information overload--Using technology sanely-Using a day planner to maximum benefit -And much more. The result of more than a decade of helping high-powered clients get organized, this is a very useful guide to taming the electronic (and paper) tiger, and regaining control over your life.