Getting Organized at Work: 24 Lessons for Setting Goals, Establishing Priorities, and Managing Your Time

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Boost Your Productivity - and Your Career -- With a Simple, Smart Time-Management System

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Getting Organized at Work helps you move past the clutter to enjoy unprecedented efficiency and productivity. With two-dozen easy-to-implement, time-saving tactics, this practical guide shows how to uncover and eliminate those nonessential activities that bog you down throughout the day, enabling you to accomplish the maximum amount of work in a minimal amount of time.

Getting Organized at Work teaches you how to:

- Take control of your day o Plan your work o Organize your day
- Set realistic goals o End the procrastination
- Prioritize requests o Give specific direction
- Manage your email o Master incoming calls
- Plan meetings wisely
- Delegate for maximum efficiency o Conquer your desk
- Limit interruptions
- Add closure to your day o Find more time for yourself

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