



## Eliminate the Chaos at Work: 25 Techniques to Increase Productivity

By Laura Leist

John Wiley and Sons Ltd. Hardback. Book Condition: new. BRAND NEW, Eliminate the Chaos at Work: 25 Techniques to Increase Productivity, Laura Leist, Create office efficiency and business productivity with this helpful book. Eliminate the Chaos at Work increases your business productivity and peace of mind by showing you how to create streamlined information systems, processes and workflows. Laura's proven 25 techniques are easy to implement, realistic and results oriented. Using these techniques, you can take control over your time and information to create workable systems built to reflect how you think and process information. Eliminate the Chaos at Work breaks down the everyday organization and productivity challenges you face at work into four areas: time, paper and information management as well as managing all of the stuff in your office. You'll learn effective time and information management techniques including how to: \* Produce logical, user friendly information management systems to ensure information is organized and easily retrievable \* Schedule and manage meetings that aren't total time wasters \* Implement a system to process and follow up on e-mail \* Create an organized e-mail filing structure for easy retrieval \* De-clutter paper files, decide what can be stored, scanned, shredded...

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