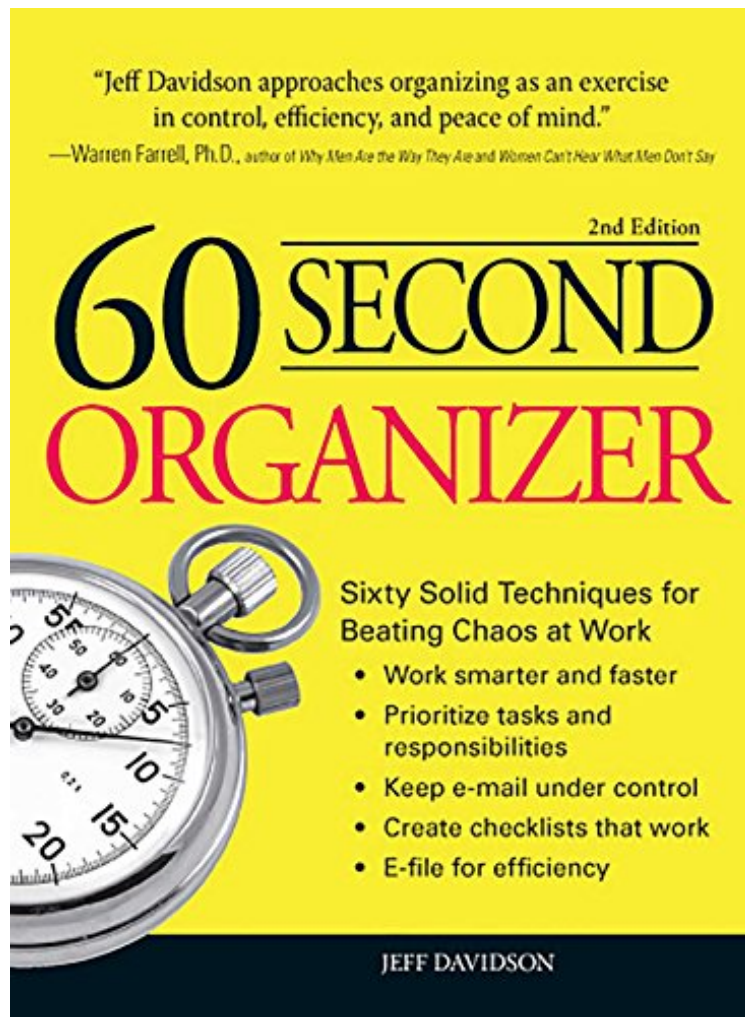


# 60 Second Organizer: Sixty Solid Techniques for Beating Chaos at Work

Jeff Davidson

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**Jeff Davidson : 60 Second Organizer: Sixty Solid Techniques for Beating Chaos at Work** before purchasing it in order to gage whether or not it would be worth my time, and all praised 60 Second Organizer: Sixty Solid Techniques for Beating Chaos at Work:

"Jeff Davidson approaches organizing as an exercise in control, efficiency, and peace of mind. Jeff can tell it like it is, because he is like he tells it." —Warren Farrell, Ph.D., author of *Why Men Are the Way They Are* and *Women Can't Hear What Men Don't Say* Does your desk look the scene of an explosion? Is your computer crowded with pointless files? Are the tools you need always buried under piles of junk? If so, Jeff Davidson has the solutions for you.

With sixty simple, immediate techniques, he shows you how to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. With this handy manual by your side, you can banish chaos from your cubicle forever!