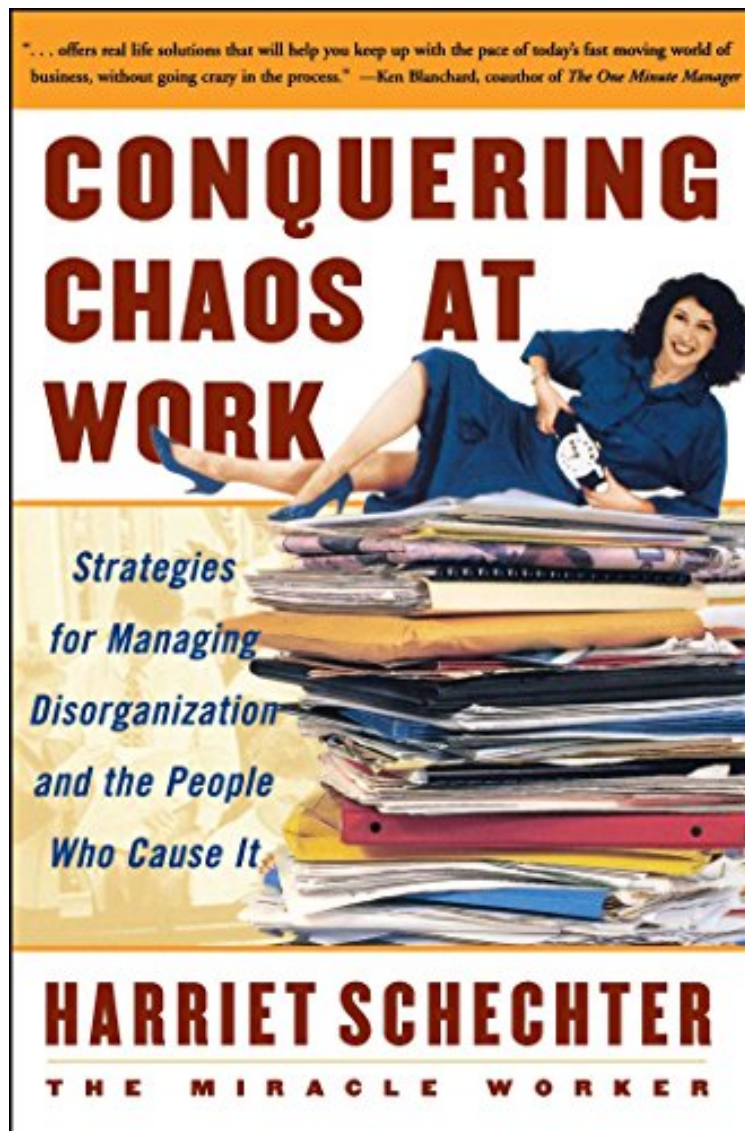


(Free read ebook) Conquering Chaos at Work: Strategies for Managing Disorganization and the People Who Cause It

Conquering Chaos at Work: Strategies for Managing Disorganization and the People Who Cause It

Harriet Schechter

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Harriet Schechter : Conquering Chaos at Work: Strategies for Managing Disorganization and the People Who Cause It before purchasing it in order to gage whether or not it would be worth my time, and all praised Conquering Chaos at Work: Strategies for Managing Disorganization and the People Who Cause It:

0 of 0 people found the following review helpful. Quickly received and in good condition.By Lornna BatesUnfortunately I have not had the time to read or even scan the book as of yet, but it was received in good

condition as expected. Shipping was also very quick. Overall it was a good experience. 1 of 2 people found the following review helpful. No need to insult the reader, is there? By D. Meyer The book is an easy read. The case studies in Part III are very helpful. Unfortunately, it takes 179 pages to get to them. The main problem, in my opinion, is Part I, where the author breaks the rule she later spells out on page 173: "Nobody likes to be treated like an idiot. A patronizing air or condescending tone will get you resentment instead of cooperation." Part I is rife with instances where the author (playfully?) injects snide comments about the reader. Reading this book will not be a waste of your time, but you may want to read just Part III. If you are looking to solve problems with coworkers, other books that may help are "Dealing With People You Can't Stand", and "Working With You is Killing Me". 5 of 5 people found the following review helpful. A Business Book At The Beach? By Lee Silber I took this book with me on vacation and said to myself, "I will just skim through it." After the first few pages I was hooked. I couldn't put it down. I think the reason I found it so compelling is that as the author is describing the different types of chaos creators I kept saying to myself, "Oh my God, she's talking about so and so." I was able to gain a lot of insight into the people I deal with and why they do the things they do. But the best part is she explains how to deal with them. I can't believe I read a business book cover to cover while sitting on the beach. (That in itself is the highest praise I could offer.) But it didn't feel like I was reading the typical dry and boring business book. As I already said it was relevant. It was also humorous and entertaining as well as practical and insightful. This is maybe the best business book I have ever read.

Are you a Mess Maven suffering from Paperosis Mislplacea? Do you work with a Deadline Deadbeat or have Phone-o-phobic clients? Have you ever felt overwhelmed or overloaded? For anyone struggling with too many projects, too little time, and too much paper, organizing guru Harriet Schechter -- aka The Miracle Worker -- offers innovative methods for conquering the five types of workplace chaos: Time, Memory, Communication, Information, and Projects. And she shows you how to handle the real Chaos Creators: * Bosses who expect you to cover for them * Coworkers who leave messes for you to clean up * Assistants who are even more overwhelmed than you are * Clients who won't return your phone calls No matter who or what is creating the chaos that drives you crazy, Conquering Chaos at Work has the practical, easy-to-adopt solutions you need to overcome disorganization now...and forever.

Paul G. Stoltz, Ph.D. president and CEO of Peak Learning, Inc., and author of Adversity Quotient This book fundamentally redefines the nature of work and productivity for the 21st century. At a time when people are facing unprecedented adversity, Conquering Chaos at Work gives us a vocabulary, mind-set, and method for climbing each and every day. Put all the old time-management manuals to rest. This book redefines the genre. From the Back Cover Are you a Mess Maven suffering from Paperosis Mislplacea? Do you work with a Deadline Deadbeat or have Phone-o-phobic clients? Have you ever felt overwhelmed or overloaded? For anyone struggling with too many projects, too little time, and too much paper, organizing guru Harriet Schechter -- aka The Miracle Worker -- offers innovative methods for conquering the five types of workplace chaos: Time, Memory, Communication, Information, and Projects. And she shows you how to handle the real Chaos Creators: -- Bosses who expect you to cover for them-- Coworkers who leave messes for you to clean up-- Assistants who are even more overwhelmed than you are-- Clients who won't return your phone calls No matter who or what is creating the chaos that drives you crazy, Conquering Chaos at Work has the practical, easy-to-adopt solutions you need to overcome disorganization now . . . and forever. About the Author Harriet Schechter (pictured on the cover wearing her Deadline Detector) is considered a pioneer in the field of professional organizing and has helped thousands of people and companies conquer chaos since 1986 through her company, The Miracle Worker Organizing Service. She lives in San Diego, California.