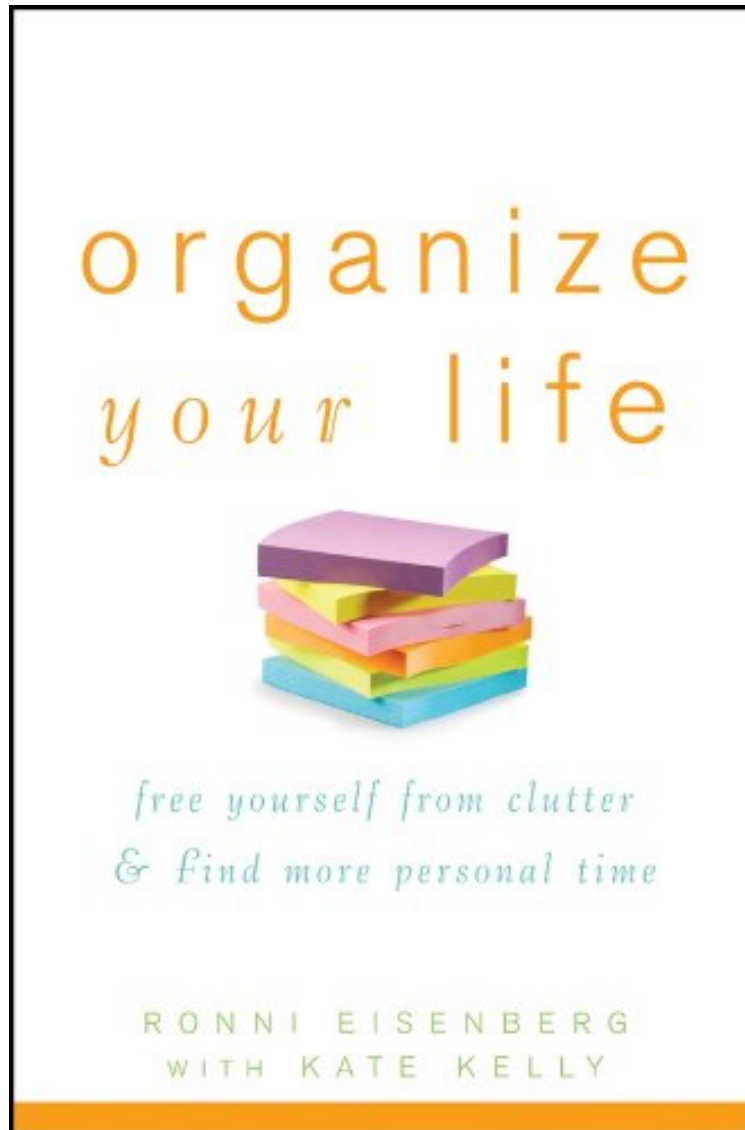


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## Organize Your Life: Free Yourself from Clutter and Find More Personal Time

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NEW FROM THE BESTSELLING AUTHORS OF ORGANIZE YOURSELF!"Time is such a gift and with Organize Your Life I have found more of it! This book is never far from my kitchen table."mdash;Trish McEvoy, founder of Trish McEvoy cosmetics and author of The Power of Makeup"Ronni Eisenberg and Kate Kelly have done it again! Those who seek to organize their chaotic lives stand to profit greatly."mdash;Stephanie Winston, author of Getting Organized"How can I find time to do everything I need to do?" "How can I make more time just for me?" If you ever ask yourself these questions, this is the book for you. Let time management and organizational expert Ronni Eisenberg show you how to make time for what's important to you!You'll discover eight simple steps to regain control of your life, learn how to plan and prioritize to save time, and get things done. Whether you're overwhelmed by things to do (errands, phone calls, picking up, or putting away) or things you have (clothing you never wear, piles of paperwork, overflowing closets, and stuffed storage boxes), this book is filled with easy tools and tips to get organized in every area of your life.Make time around the house: Learn to control clutter and organize your storage, housework, kitchen, laundry, bills and papers, magazines, and holiday gifts and entertaining.Make time at work: Take charge of paperwork and filing, computers, e-mail, and your cell phone and create a workspace that really works.Make time for family: Set up simple systems for kids' rooms and toys, plan painless family vacations, and schedule in family fun.Make time for yourself: The speedy "Get It Done!" system of sanity savers and quick-start suggestions will help you do just about everything faster and find more time every day for exercise, hobbies, and relaxing "mini-vacations" just for you.

From BooklistIn this it's all about me age, Eisenberg and Kelly (creators of Organize Yourself! 2005) have triggered the universal hot button: how to find more personal time for you, your circle of loved ones, and your interests and passions. No area of life is held sacred here; the organizers poke into work, home, family, and vacation routines with advice that often sounds suspiciously like business solutions. Outsourcing, for one; throughout almost every chapter, they advise hiring professionals for whatever looms largemdash;and might consume valuable time, from teaching kids how to drive to retaining household help. Common sense rules; the theme of consolidation, for instance, appears within to-do lists, master address lists, universal remotes, even labeling. Some of their organizational wisdom is original: clear clutter quickly by working the room as if it were a clock's face; begin subdividing files when one grows to three-fourths of an inch thick; and invite one birthday-party guest for every year of your child's life (plus one). Presented are five different sidebars (quick starts, sanity savers, time savers, time boosters, mini vacations), all providing useful hints. Jacobs, BarbaraFrom the Back CoverNEW FROM THE BESTSELLING AUTHORS OF ORGANIZE YOURSELF!"Time is such a gift and with Organize Your Life I have found more of it! This book is never far from my kitchen table."mdash;Trish McEvoy, founder of Trish McEvoy cosmetics and author of The Power of Makeup"Ronni Eisenberg and Kate Kelly have done it again! Those who seek to organize their chaotic lives stand to profit greatly."mdash;Stephanie Winston, author of Getting Organized"How can I find time to do everything I need to do?" "How can I make more time just for me?" If you ever ask yourself these questions, this is the book for you. Let time management and organizational expert Ronni Eisenberg show you how to make time for what's important to you!You'll discover eight simple steps to regain control of your life, learn how to plan and prioritize to save time, and get things done. Whether you're overwhelmed by things to do (errands, phone calls, picking up, or putting away) or things you have (clothing you never wear, piles of paperwork, overflowing closets, and stuffed storage boxes), this book is filled with easy tools and tips to get organized in every area of your life.Make time around the house: Learn to control clutter and organize your storage, housework, kitchen, laundry, bills and papers, magazines, and holiday gifts and entertaining.Make time at work: Take charge of paperwork and filing, computers, e-mail, and your cell phone and create a workspace that really works.Make time for family: Set up simple systems for kids' rooms and toys, plan painless family vacations, and schedule in family fun.Make time for yourself: The speedy "Get It Done!" system of sanity savers and quick-start suggestions will help you do just about everything faster and find more time every day for exercise, hobbies, and relaxing "mini-vacations" just for you.About the AuthorRONNI EISENBERG is a nationally recognized time management and organizational expert.KATE KELLY is a professional writer.