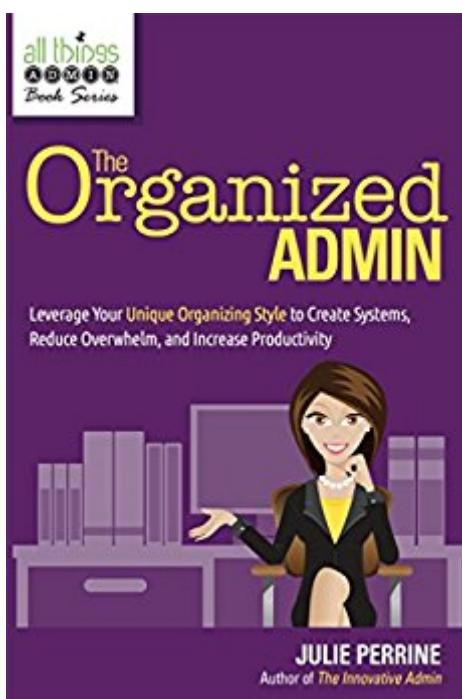


The book was found

The Organized Admin: Leverage Your Unique Organizing Style To Create Systems, Reduce Overwhelm, And Increase Productivity



Synopsis

Are you struggling to make sense of the disorganized chaos that is your workspace? Do you want more effective systems for keeping yourself and your executive organized? Do you want to better understand your organizational style? If you answered, "yes" to these questions, we have an exciting announcement for you! Julie Perrine, founder of All Things Admin, has released her second book, *The Organized Admin*! This new book includes advice, information, and resources on developing simple organization systems that promote administrative career success. Readers will discover how to organize everything from their workspace to meetings and events, and they'll gain a better understanding of their organization style preferences for space and time. If you would like to learn more about your organization style, visit www.TheOrganizedAdmin.com to access the Time & Space Style Inventory (TSSI) assessment. It's time to finally get organized!

Book Information

File Size: 2749 KB

Print Length: 240 pages

Page Numbers Source ISBN: 0982943067

Publisher: Julie Perrine International, LLC (May 5, 2016)

Publication Date: May 5, 2016

Sold by: Digital Services LLC

Language: English

ASIN: B01F942IDI

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Enabled

Best Sellers Rank: #301,287 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #11 in Kindle Store > Kindle eBooks > Business & Money > Skills > Secretarial Aids & Training #63 in Books > Business & Money > Skills > Secretarial Aids & Training #325 in Kindle Store > Kindle eBooks > Business & Money > Education & Reference > Business Skills

Customer Reviews

This book is amazing... It has started me on a journey where organizing at work and home has become not easy but less difficult. I am most grateful for this masterpiece. Thank you

#JULIEPERRINE

I have read many books on organization and this is one of the best for Administrative Assistants. Great ideas.

This is a vehicle to sell other services/publications. Nothing new for me, here.

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