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| Autore                  | Pollar Odette   |
| Titolo                  | Organizing your work space [[electronic resource] ] : a guide to personal productivity // Odette Pollar   |
| Pubbl/distr/stampa      | Los Altos, Calif., : Crisp Publications, c1999  |
| ISBN                    | 1-4175-2487-1   |
| Edizione                | [Rev. ed.]  |
| Descrizione fisica      | 1 online resource (117 p.)  |
| Collana                 | A Fifty-Minute series book  |
| Disciplina              | 650.1   |
| Soggetti                | Paperwork (Office practice) - Management<br>Time management<br>Records - Management<br>Electronic books.  |
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| Formato                 | Materiale a stampa  |
| Livello bibliografico   | Monografia  |
| Note generali           | Description based upon print version of record.   |
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| Nota di contenuto       | ""TITLE""; ""COPYRIGHT""; ""ABOUT THE AUTHOR""; ""CONTENTS""; ""INTRODUCTION""; ""PREFACE""; ""SECTION 1 Why Get Organized?""; ""YES, YOU CAN GET ORGANIZED""; ""BENEFITS OF BEING ORGANIZED""; ""KEY PRINCIPLES""; ""WHERE ARE YOU NOW?""; ""Rate Your Skills""; ""SECTION 2 How Backlogs Develop""; ""WHAT IS CLUTTER, ANYWAY?""; ""HOW DO PAPER BACKLOGS DEVELOP?""; ""BLOCKS TO GETTING ORGANIZED""; ""TWO COMMON MENTAL BLOCKS""; ""1. The Fear of Dumping""; ""When to Dump""; ""When to Save""; ""2. The Fear of Becoming Rigid and Inflexible""; ""SECTION 3 Where to Start ""; ""DECIDE ON YOUR GOALS""; ""WHERE TO BEGIN""""THE BOOKCASES: REDUCE, REFER, REARRANGE""; ""REARRANGING: HOW TO DO IT""; ""HANDLING THE EXCEPTIONS""; ""SUMMARY""; ""SECTION 4 Your Work Area ""; ""THE CREDENZA""; ""YOUR DESK DRAWERS""; ""EQUIPMENT""; ""Ergonomics""; ""THE FILE DRAWERS""; ""STEP 1""; ""STEP 2""; ""STEP 3""; ""CLEARING THE TOP OF WORK SURFACES""; ""HOW ARE YOU FEELING?""; ""SUMMARY""; ""SECTION 5 Filing It and Finding It ""; ""COMMON FILING MISTAKES""; ""FILING GUIDELINES""; ""Your Personal Files""; ""SETTING UP YOUR SUBJECT FILES""; ""STEP 1 Create Working Project Files""; ""STEP 2 Create Working Administrative Files""""EXERCISE:""; ""FILING PRINCIPLES""; ""PRINCIPLE #1""; ""FILE PAPERS IN THE BROADEST |

POSSIBLE CATEGORY"; "PRINCIPLE #2"; "HEAD FILES WITH A NOUN";  
"EXERCISE:"; "Labeling Exercise"; "CHECK YOUR ANSWERS";  
"PRINCIPLE #3"; "ALPHABETIZE"; "PRINCIPLE #4"; "FILE ARTICLES BY  
SUBJECT"; "ADDITIONAL FILING INFORMATION"; "Heading Files With a  
Noun-Supplemental"; "More than One Heading"; "Another  
illustration:"; "HOW TO MAINTAIN YOUR FILING SYSTEM";  
"SUMMARY"; "SECTION 6 Managing Your Desk and Your Papers "  
"THE TOP OF YOUR DESK""OUT OF SIGHT IS OUT OF MIND"; "1.  
CALENDARS"; "2. DAILY TO-DO LISTS"; "3. MASTER LIST";  
"TRACKING DELEGATED WORK"; "SUMMARY"; "SECTION 7 Clearing  
Off the Stacks"; "TYING UP LOOSE ENDS"; "BUSINESS CARDS";  
"TICKLER FILES"; "THE NEXT-WEEK FILE"; "ODDS AND ENDS";  
"MAINTAINING YOUR ORGANIZATION"; "Part 1: Processing the a€œIn  
Boxa€?"; "Part 2: Keep the Stacks Away"; "Part 3: Establish Good  
Paper Management Habits"; "SECTION 8 Managing Your Mail and Your  
Reading "; "SORTING INCOMING MAIL"; "Sorting by Priority";  
"Shorting By Action"  
"Shorting By Date""MANAGING THE READING"; "SECTION 9 Managing  
E-Mail and Personal Organizers 9"; "MANAGING E-MAIL";  
"Cautions"; "Etiquette"; "DAY PLANNERS AND PERSONAL  
ORGANIZERS"; "What They Do"; "Things to Keep in Mind When  
Choosing a Paper-Based Planner"; "SUMMARY"; "SECTION 10 Quick  
Review, Charts and Checklists"; "REVIEW: GETTING ORGANIZED FROM  
A TO Z"; "Getting Started"; "The Bookcases"; "The Credenza";  
"Your Desk Drawers"; "The File Drawers"; "Clearing the Top of Work  
Surfaces"; "Filing Guidelines"; "Filing Principles"; "The Top of Your  
Desk"  
"Maintaining Your Organization"

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