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""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""
