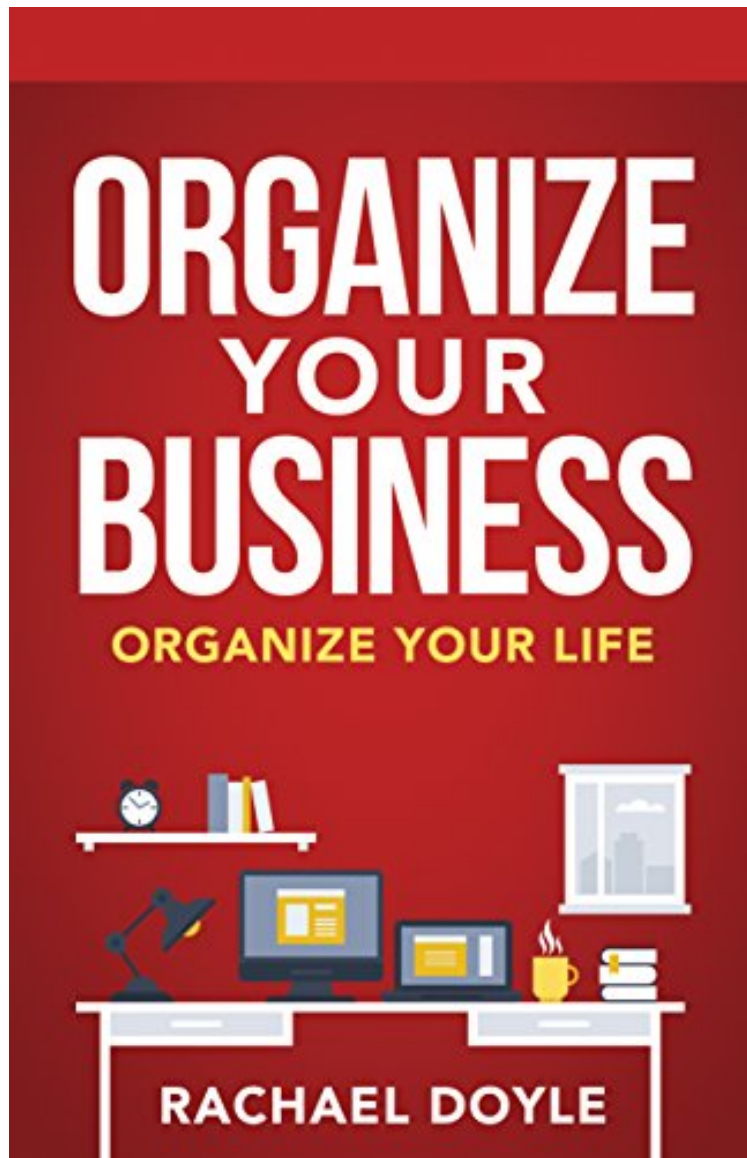


(Ebook pdf) Organize Your Business: Organize Your Life

Organize Your Business: Organize Your Life

Rachael Doyle

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Rachael Doyle : Organize Your Business: Organize Your Life before purchasing it in order to gage whether or not it would be worth my time, and all praised Organize Your Business: Organize Your Life:

3 of 3 people found the following review helpful. Good ideas on being better organized; easy to read with independent chapters. By Artemios G. Voyiatzis I am always interested to read books about time management and being better organized and curious if the next book in my reading list will actually offer something new or provide recycled information. This book falls definitely in the first category - a lot of nice ideas, well-presented, and well-structured in small, independent chapters that can be read at your own pace. The international reader should be aware that not all of

the advice applies directly outside the USA though; you might need to adapt/adjust the advice to your local environment. Regarding the content itself and as a *personal taste*, leaving emails in Inbox is not a good practice - too stressful to view pending tasks all the time and messages end up being spread in different folders (Inbox/Sent Items/archiving folder). One piece of advice on top of the excellent ones provided in the book: try to harmonize the digital mess: one common structure for physical file folders, email folders, and digital file folders. Saves hours of searching in different structures. 0 of 0 people found the following review helpful. Time Saving Tips, Tested Techniques, and Money Saving Systems that Work By Richard R. Blake Author Rachel Doyle draws from a wide-range of business experience and from her extensive personal wall-to-wall library jam-packed with motivational and success titles, a result of her fervent passion for lifelong learning. In her book "Organize Your Business"; "Organize Your Life." Doyle offers the reader compelling evidence that prioritizing and adopting simple organizational systems will result in important time management skills and monetary savings in all facets of personal, family and business life. Tight writing and fast moving mini chapters provide action plans, suggested resources, tips, and techniques for getting organized and staying organized; with the result of more effectiveness on the job, personal achievement, and a balanced family life. Invaluable resources are included within each chapter. Online tools, websites, blogs, and bestselling books, all add value to the comprehensive material found in the text. Chapter titles clearly express the content to be covered within each chapter. This enables the reader to preview, read, prioritize action steps, and read again later. The format is reader friendly for ease in reading and assimilation. "Organize Your Business"; "Organize Your Life" is written for readers frazzled, fatigued, and frustrated as a result of being unorganized. The fifteen short chapters suggest ten overriding principles, which if consistently followed insure success in business and a happier fulfilled life. A complimentary copy of this book was provided for review purposes. The opinions expressed are my own.

Are you organized? Would you like to be more organized at work? Do you feel frustrated when you are not able to find what it is that you're looking for? You feel like you waste a great deal of time searching for things that you need to have at your fingertips? Do you spend more time looking for a contact phone number than the actual call will take? Or are you still looking for the project file for a meeting even after the meeting has started? If this is you, then this book is your lifeline to getting and staying organized at work. In this entertaining thoughtful and easy to read book, author and business expert Rachael Doyle will show you simple and easy tips and tools to help organize your work life. All of her life, people have noticed that Rachael is a highly organized person, and have always asked her what "her secrets" were to her organization skills. Rachael says "there really is no secret, it is just setting up the right systems and processes in your daily work life to make organizing simple and easy. After that, once you have these systems in place, then it is easy to stay organized each day." As Ben Franklin once said "a place for everything, everything in its place." In this book, she will share with you simple tips for organizing your desk and your files, for organizing your technology, and for increasing the efficiency of your meetings. You will also learn how to make business travel smoother and seemingly effortless. Rachael will also show you how to organize your time and your goals in order to be more effective and less frustrated, and able to live life to the fullest. This book is not about how to be perfect, or doing a wholesale personality change, it is just about giving you the right tools and systems in order to be more effective. As Andrew Mellon once said "being organized isn't about getting rid of everything you own or trying to become a different person; it's about living the way you want to live but better." Once your life at work is more organized, you will feel more fulfilled, happier and more in control of your day to day activities.

About the Author Rachael Doyle was born into a family that has had multiple generations of successful entrepreneurs. In her early teens she worked in the family business in several roles. In her late twenties, she was the co-founder and built a successful photography business in Michigan for several years with a partner. Rachael has worked in her own business or for other businesses for over three decades and has learned many valuable lessons from her experience.