



Beyond Office Clutter

Helen D. Volk

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Beyond Office Clutter is a 116-page 8 1/2" x 11" practical and concise book by Helen Volk. Helen mixes substantive text, interactive workbook and encouraging quotations designed to help readers learn office organizing skills, conquer office clutter, change clutter-creating habits, shift attitudes and be more successful at work, all with less stress.

This guidebook differs from other self-help books in that the reader doesn't just read about how to organize an office, they are prompted to act while reading, through interactive assignments, beginning with evaluating their current situations and setting goals.

The book takes the reader through the major areas that impact on office clutter: how one's office space is organized, including arranging furniture for efficiency; how paper is managed, including filing and follow-up systems; and how habits and routines cause clutter to accumulate. The author includes a paper management pep talk, as well as techniques to stay motivated throughout the process of creating order out of chaos.

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