



Conquering Chaos at Work: Strategies for Managing Disorganization and the People Who Cause It

Harriet Schechter

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Are you a Mess Maven suffering from Paperosis Misplacea? Do you work with a Deadline Deadbeat or have Phone-o-phobic clients? Have you ever felt overwhelmed or overloaded?

For anyone struggling with too many projects, too little time, and too much paper, organizing guru Harriet Schechter -- aka The Miracle Worker -- offers innovative methods for conquering the five types of workplace chaos: Time, Memory, Communication, Information, and Projects. And she shows you how to handle the real Chaos Creators:

- * **Bosses who expect you to cover for them**
- * **Coworkers who leave messes for you to clean up**
- * **Assistants who are even more overwhelmed than you are**
- * **Clients who won't return your phone calls**

No matter who or what is creating the chaos that drives you crazy, *Conquering Chaos at Work* has the practical, easy-to-adopt solutions you need to overcome disorganization now...and forever.

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