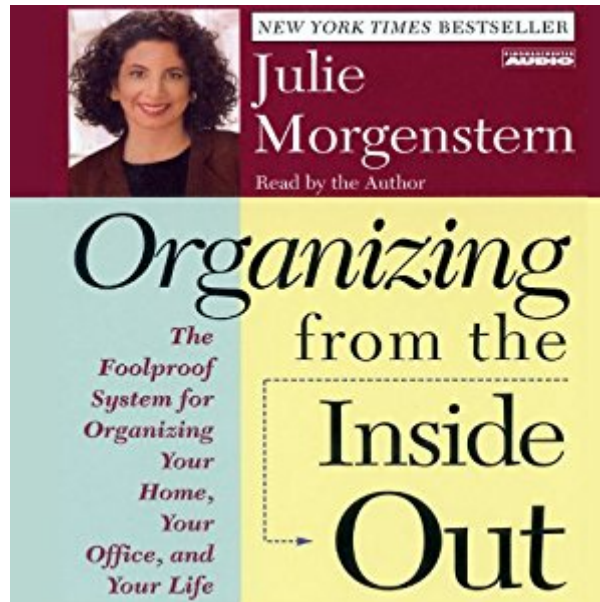




The book was found

Organizing From The Inside Out



Synopsis

Veteran professional organizer Morgenstern has spent years honing the principles of organization into a simple, and universal system. Organizing from the inside out--developing a plan tailored to each individual's psychological needs--ensures, once and for all, a system that won't break down. Morgenstern explains the basic concepts--analyze, strategize, attack--then provides tips gleaned from her years of experience with offices, home offices, mobile offices, children's rooms, kitchens, garages, and storage spaces. Organizing From the Inside Out will be welcomed by corporate executives, entrepreneurs and the self-employed, working parents, students and city dwellers in small apartments--anyone facing an overwhelming amount of clutter, both physical and psychic. Also provided are useful chapters on time management and taming technology, critical elements in any modern organizing scheme. --This text refers to the Library Binding edition.

Book Information

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Customer Reviews

Morgenstern has a different approach than most authors who write books about getting organized. She divides the book into four sections: Laying the Foundation, Secrets of a Professional Organizer, Applying what You've Learned, and Tackling Time & Technology. Sounds ordinary, but the first section is priceless. And, throughout the book she includes textboxes of "insiders tips" and "avoiding common pitfalls." Many of us try hard to be organized and end up cluttering our house with organizing books, baskets, filing cabinets, and other gadgets. We get our house almost organized, yet find there's one room or task we just can't do. Are we sabotaging ourselves? Yes, according to

Morgenstern. She quotes, "You can't fix it till you know what's broken" and explains that until you know why you stray toward disorganization, you will never master it. Psychological obstacles are one of three factors in clutter, according to Morgenstern (the other two are errors in your "organizing system" and external realities. But she deals with the psychological aspect in a brisk, energizing chapter that actually motivates you. Her actual organizational tips revolve around three essential steps: 1. Analyze (evaluate your current situation and what's not working.) 2. Strategize (Create plan and realistic estimate of how long it will take.) 3. Attack (Dive into the work.) The Analyze and Strategize sections are actually very useful and are easy to tackle. You will need a notebook, and will go from room to room answering 5 questions: What's working? What's not working? What items are most essential to you? Why do you want to get organized? (i.e.

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