

# ONE MINUTE TO AN ORGANIZED WORKPLACE

Does your desk look like the scene of an explosion?

Is your computer crowded with pointless files?

Are the tools you need always buried under piles of junk?

If so, Jeff Davidson has the solution for you. With his sixty simple, immediate techniques, you'll learn how to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. With this handy manual by your side, you can banish chaos from your workspace forever!



**Jeff Davidson** is the author of numerous books, including *The 60 Second Self-Starter* and *The Complete Idiot's Guide to Managing Your Time*, as well as the audiobook *The Power of Simplicity*. Davidson, a resident of Chapel Hill, NC, is also a noted professional speaker. Visit his Web site at [www.BreathingSpace.com](http://www.BreathingSpace.com).

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\$9.95 (CAN \$10.99) Business  
ISBN-13: 978-1-59869-844-2  
ISBN-10: 1-59869-844-3



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The 60 SECOND ORGANIZER

2nd Edition

DAVIDSON



“Jeff Davidson approaches organizing as an exercise in control, efficiency, and peace of mind.”  
—Warren Farrell, Ph.D., author of *Why Men Are the Way They Are* and *Women Can't Hear What Men Don't Say*

The **60 SECOND** 2nd Edition  
**ORGANIZER**



Sixty Solid Techniques for Beating Chaos at Work

- Work smarter and faster
- Prioritize tasks and responsibilities
- Keep e-mail under control
- Create checklists that work
- E-file for efficiency

JEFF DAVIDSON