



Organize Now! Your Money, Business & Career: A Week-by-Week Guide to Reach Your Goals

By Jennifer Ford Berry

F&W Publications Inc. Hardback. Book Condition: new. BRAND NEW, Organize Now! Your Money, Business & Career: A Week-by-Week Guide to Reach Your Goals, Jennifer Ford Berry, Get Organized and Get Ahead LET ORGANIZING EXPERT Jennifer Ford Berry, author of the best-selling book Organize Now! A Week-by-Week Guide to Simplify Your Space and Your Life, show you how to get ahead in your career and personal finances by getting organized. INSIDE YOU'LL FIND:* Easy-to-follow checklists that give you results in just one week * Time-management tips to increase your productivity at work and at home * Strategies for efficiently using social media and mobile devices * Ways to organize your resume, job search, and career goals * Effective organizing ideas for work spaces * Techniques for organizing financial goals and records * Expert tips from financial advisors, CPAs and human resources specialists Learn how to create a step-by-step plan that will help you achieve your organizational goals.



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