



File Don t Pile!: A Proven Filing System for Personal and Professional Use

By Pat Dorff

St Martin s Press, United States, 2000. Paperback. Book Condition: New. 208 x 137 mm. Language: English . Brand New Book ***** Print on Demand *****.If you have ever watched the stacks of papers, magazines, clippings, and projects pile up out of control, File.Don t Pile will provide fast, easy practical advice. More than a collection of random hints, this handy guide presents systems of organization for every conceivable type of household paper. Topics covered include: How to cut through the clutter--the 5 step solution Choosing the right paper-control system for your needs 10 questions to determine whether to save a piece of paper Categorizing, tab systems, coding systems, indexing, cross-referencing How to plan for growth and expansion Keeping files current and useful--the 4 step maintenance plan Creating and using a personal business filePlus comprehensive systems for organizing mail, greeting cards, a Rolodex, newspapers, and magazines, coupons, and much more, including sample file headings for a wide variety of useful subjects. File.Don t Pile is the fast prescription for anyone drowning in household paper.



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The book is great and fantastic. it absolutely was written very properly and beneficial. It is extremely difficult to leave it before concluding, once you begin to read the book.

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