

The book was found

# Organizing Your Workspace For A Productivity Boost (Instant Insights)



## Synopsis

Did you know personal organization is the foundation for all increased productivity and success? A streamlined workspace plus a top-notch online and offline presence will dramatically boost your credibility and efficiency with Business Productivity Coach Marcia Ramsland's practical and innovative approach. Marcia has organized hundreds of client offices and businesses from corporate executive suites and office cubicles to solo entrepreneurs working from home offices. With step-by-step instructions you'll be able to reduce any paper piles, retrieve computer files quickly, pare down your e-mail, and upgrade your online presence. You'll be motivated to

- Maintain an organized life
- Boost your productivity
- Earn a reputation for getting things done
- Increase your bottom line
- Improve your satisfaction each day

Stepping into an efficient workspace each morning and closing down your well-organized computer at the end of the day will create the relief and personal satisfaction you've been looking for in work and life.

## Book Information

File Size: 2115 KB

Print Length: 96 pages

Simultaneous Device Usage: Unlimited

Publisher: Crescendo Publishing LLC (April 28, 2016)

Publication Date: April 28, 2016

Sold by: Digital Services LLC

Language: English

ASIN: B01EZ784II

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #470,823 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #63

in Kindle Store > Kindle eBooks > Business & Money > Skills > Office Management #176

in Books > Business & Money > Processes & Infrastructure > Office Management #474

in Kindle Store > Kindle eBooks > Crafts, Hobbies & Home > How-to & Home Improvements > Cleaning, Caretaking & Relocating

## Customer Reviews

The Productivity Boost I Needed! Motivational, Easy to Read and Follow! The Organizing Pro takes us back to the basics, empowering us to build momentum with greater impact in our business and personal lives. Written with experience and examples, Marcia's practical and insightful systems develop habits that allow us to maximize our workspace and day. Life changing--15 minutes is the difference between average and excellence! The instant insights at the close of each topic inspire us to take action. Marcia is a true coach!

Organization is sometimes so overwhelming. This book is a short, easy read with many practical, applicable tips to get started. Love how she breaks up the physical spaces and the cyber spaces. Also, how to tackle each area so one can see the progress along the way.

I was never able to access it after paying for it, so I cannot review it. The poor rating is for the failed installation

An organized presentation with many helpful ideas and hints on how to get more work done by being organized.

[Download to continue reading...](#)

Organizing Your Workspace for a Productivity Boost (Instant Insights) DIY Projects: Save Time & Money Maintaining Your Home With Simple DIY Household Hacks, Home Remedies: Increase Productivity & Save Time with Frugal Living ... And Organizing, Increase Productivity) The Complete INSTANT POT ONE POT Recipes Cookbook: 131 Healthy ONE POT Instant Pot Pressure Cooker Recipes For Every Mum (+Instant Pot Time Guide For Over 300 Recipes) Organizing from the Inside Out, Second Edition: The Foolproof System For Organizing Your Home, Your Office and Your Life Organizing from the Inside Out for Teens: The Foolproof System for Organizing Your Room, Your Time, and Your Life The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity Scrum: Scrum Master - Learn How to Build Teams, Boost Your Productivity and Beat Deadlines! (Scrum Master, Scrum Agile, Agile Project Management) Lean Six Sigma: The Ultimate Beginners Guide - Learn Everything You Need To Know About Six Sigma And Boost Your Productivity! (Lean, Six Sigma, Quality Control) Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Do It! Marketing: 77 Instant-Action Ideas to Boost Sales, Maximize Profits, and Crush Your Competition Insights on 1 & 2 Thessalonians (Swindoll's Living Insights New Testament

Commentary) Top 500 Instant Pot Pressure Cooker Recipes: (Fast Cooker, Slow Cooking, Meals, Chicken, Crock Pot, Instant Pot, Electric Pressure Cooker, Vegan, Paleo, Dinner) Instant Pot Cookbook: The Quick And Easy Pressure Cooker Guide For Smart People - Healthy, Easy, And Delicious Instant Pot Recipes Instant Pot Pressure Cooker Cookbook: Top 50 Original Instant Pot Meals-Speed Up Cook Time And Use Up To 70% Less Energy Roofing Instant Answers (Instant Answer Series) Instant Guide to Insects (Instant Guides (Random House)) Instant Scholar: A Shortcut to Good Grammar (LL(R) Instant Scholar) Tame Your Gmail in 5 Easy Steps with David Allen's GTD: 5-Steps to Organize Your Mail, Improve Productivity and Get Things Done Using Gmail, Google Drive, Google Tasks and Google Calendar Evernote for Your Productivity - The Beginner's Guide to Getting Things Done with Evernote or How to Organize Your Life with Notetaking and Archiving: ... Evernote Bible, Evernote Notebook) The Clutter Diet: The Skinny on Organizing Your Home and Taking Control of Your Life

[Dmca](#)