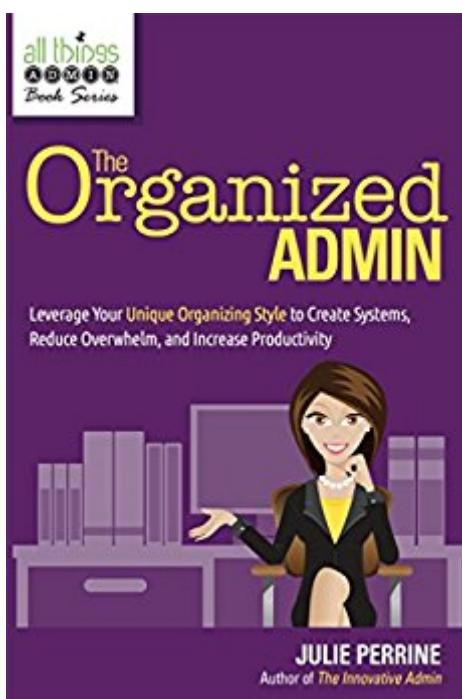


The book was found

# The Organized Admin: Leverage Your Unique Organizing Style To Create Systems, Reduce Overwhelm, And Increase Productivity



## **Synopsis**

Are you struggling to make sense of the disorganized chaos that is your workspace? Do you want more effective systems for keeping yourself and your executive organized? Do you want to better understand your organizational style? If you answered, "yes" to these questions, we have an exciting announcement for you! Julie Perrine, founder of All Things Admin, has released her second book, *The Organized Admin*! This new book includes advice, information, and resources on developing simple organization systems that promote administrative career success. Readers will discover how to organize everything from their workspace to meetings and events, and they'll gain a better understanding of their organization style preferences for space and time. If you would like to learn more about your organization style, visit [www.TheOrganizedAdmin.com](http://www.TheOrganizedAdmin.com) to access the Time & Space Style Inventory (TSSI) assessment. It's time to finally get organized!

## **Book Information**

File Size: 2749 KB

Print Length: 240 pages

Page Numbers Source ISBN: 0982943067

Publisher: Julie Perrine International, LLC (May 5, 2016)

Publication Date: May 5, 2016

Sold by: Digital Services LLC

Language: English

ASIN: B01F942IDI

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Enabled

Best Sellers Rank: #301,287 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #11 in Kindle Store > Kindle eBooks > Business & Money > Skills > Secretarial Aids & Training #63 in Books > Business & Money > Skills > Secretarial Aids & Training #325 in Kindle Store > Kindle eBooks > Business & Money > Education & Reference > Business Skills

## **Customer Reviews**

This book is amazing... It has started me on a journey where organizing at work and home has become not easy but less difficult. I am most grateful for this masterpiece. Thank you

#JULIEPERRINE

I have read many books on organization and this is one of the best for Administrative Assistants. Great ideas.

This is a vehicle to sell other services/publications. Nothing new for me, here.

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

The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity 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) Organize Your Life, How To Be Organized, Productive & Happier In Life, Declutter Your Home and Be Productive at Work. (How to plan your life, Get Organized Book 1) How To Leverage Your Real Estate Business With Facebook: Proven Strategies to Increase Sales, Grow Your Business And Generate More Leads Than You Can Handle One Year to an Organized Life: From Your Closets to Your Finances, the Week-by-Week Guide to Getting Completely Organized for Good 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 Advanced Unix Shell Scripting: How to Reduce Your Labor and Increase Your Effectiveness Through Mastery of Unix Shell Scripting and Awk Programming Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized Fast Track Photographer, Revised and Expanded Edition: Leverage Your Unique Strengths for a More Successful Photography Business Create a Capsule Wardrobe: Look Great and Elegant with Your Minimalistic and Super Organized Capsule Wardrobe: (Know What to Wear and How to Look Fabulous by Having a Great Sense of Style!) Organizing Solutions for People with ADHD, 2nd Edition-Revised and Updated: Tips and Tools to Help You Take Charge of Your Life and Get Organized Organizing Solutions for People With Attention Deficit Disorder: Tips and Tools to Help You Take Charge of Your Life and Get Organized Your Marketing Road Map: 5 Steps to Stop Overwhelm, Drive More Customers, and Accelerate Sales Profit Maximization: 5 Unique Ways to Increase Your Revenue, Decrease Your Costs, and Maximize Your Profit in 30 Days or Less! Organizing Your Workspace for a Productivity Boost (Instant Insights) Multiply Yourself: Increase Your Productivity & Profits Using Virtual Assistants Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ...

successful people, efficiency, schedule) Star Darlings Stellar Style: Create Your Own Unique Starland Hair and Accessories (Hairstyles) The Essential Workplace Conflict Handbook: A Quick and Handy Resource for Any Manager, Team Leader, HR Professional, Or Anyone Who Wants to Resolve Disputes and Increase Productivity

[Dmca](#)