



The Organizing Sourcebook : Nine Strategies for Simplifying Your Life

Kathy Waddill

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The nine habits of highly organized people

Organizing consultant Kathy Waddill demonstrates how the simple act of being organized can improve your quality of life. In *The Organizing Sourcebook*, she presents nine organizing principles that can easily be applied to any situation, activity, or environment. The book gives you the tools for managing time; decreasing stress; and dealing with cultural, personal, and emotional change. Case histories illustrate how each strategy solved a specific problem.

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