



# Organizing For Dummies, Mini Edition

*Eileen Roth*

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# Organizing For Dummies, Mini Edition

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**Organizing For Dummies, Mini Edition** Eileen Roth

**Clean up your act, get more done, and have more time for fun!**

Packed with proven organizing systems and techniques, this guide shows you step-by-step how to break down organizing jobs into bite-size pieces, assemble the tools and supplies you'll need, and much more.

**Open the book and find:**

- How to make time to get organized
- Ways to personalize your organizing plan
- Tips for using containers to put everything in place
- Advice on how to train your mind to be organized

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