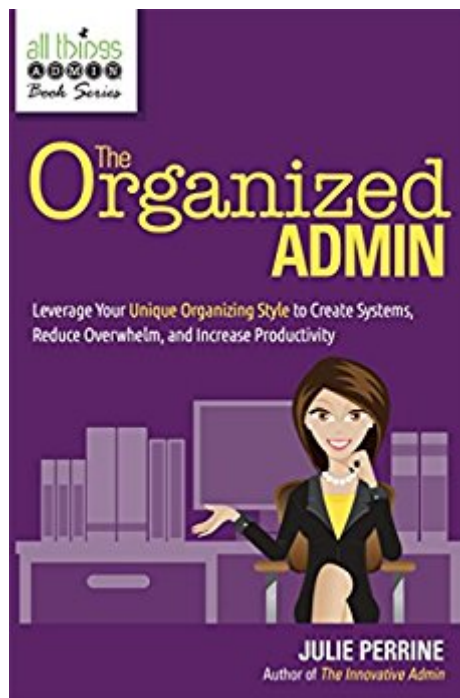


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# The Organized Admin: Leverage Your Unique Organizing Style To Create Systems, Reduce Overwhelm, And Increase Productivity



## 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 will 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

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## 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.

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