

BOOK REVIEW

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Title of the book: 60 Second Organizer; **Author :** Jeff Davidson; **Publication:** Adams Media, an imprint of Simon & Schuster; **Edition:** 2nd, **Year:** 2009, **ISBN:** 978-1-59869-844-2

This book has been chosen for its motivational value, benefiting both myself and students. Aim of the book is to show Quick, Practical and Effective Tips for managing your time, decluttering your space, and reducing mental stress. Useful for those to whom time is a precious commodity, want to increase efficiency , boost productivity and get job satisfaction.

Key Points:

1. Style of writing is clear, explained with examples hence makes it easy to understand & implement.
2. This handy guide is divided in 6 parts, each with 10 chapters , includes 60 Solid techniques for beating chaos at work, offering random selection for quick organization.
3. Compact , concise yet impactful guide designed to improve their organizational skills & to bring order to their daily lives with tried and true advices in short sittings.

Davidson introduces practical techniques emphasizing small, consistent efforts leading to significant improvements in overall organization. The book provide tailored advice for professionals struggling with time management or individuals simplifying living spaces. Real-life examples add a relatable touch, making concepts tangible for readers. Emphasis on psychological aspects of organization sets this book apart. Davidson explores the bad impact of clutter and disorganization on mental well-being. A holistic approach empowers readers to make lasting changes in their habits.

In conclusion, "60 Second Organizer" is an inspirational and motivational book for individuals seeking a quick and effective guide to organizational improvement. Jeff Davidson's insights, coupled with his user-friendly writing style, make this book a worthwhile read for anyone looking to bring order and efficiency and to decrease tension into their daily lives.

“Jeff Davidson approaches organizing as an exercise
in control, efficiency, and peace of mind.”

—Warren Farrell, Ph.D., author of *Why Men Are the Way They Are* and *Women Can't Hear What Men Don't Say*

The 2nd Edition
60 SECOND
ORGANIZER



Sixty Solid Techniques for
Beating Chaos at Work

- Work smarter and faster
- Prioritize tasks and responsibilities
- Keep e-mail under control
- Create checklists that work
- E-file for efficiency

JEFF DAVIDSON