

## The Organized Executive A Program For Productivity New Ways To Manage Timepaper People And The Electronic Office

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Achieve your greatest executive potential: discover you organization needs, design your individualized office system and routine, end paper buildup, organize for ease and efficiency, increase productivity, master time wasters, organize business travel, combat procrastination, and equip your office for efficiency.

Are you sick of nagging your child to write down homework assignments? Is his or her backpack a black hole that eats up papers, books, and gym clothes? Organizational skills problems aren't just frustrating--they get in the way of school success and wreak havoc at home. Fortunately, help is at hand. This unique resource stands out from other books because it is based on a scientifically tested program that works. Learn how you can teach your 7- to 13-year-old specific skills to: \*Organize school materials and toys. \*Track assignments. \*Improve time management and planning. \*Overcome brain "Glitches"--mischievous creatures that trip kids up. \*Create and follow effective routines. Concrete examples, tips for strategically using praise and rewards, and practical tools (you can download and print additional copies as needed) help you implement each step of the program. Maximizing your kid's potential starts now--here's how. Mental health professionals, see also the related intervention manual from Gallagher et al., Organizational Skills Training for Children with ADHD: An Empirically Supported Treatment.

The SLOB Sisters are back after the phenomenal success of Sidetracked Home Executives (750,000 paperback copies sold), with a new program for organizing your home and personal life.

There's nothing more frustrating than watching your bright, talented son or daughter struggle with everyday tasks like finishing homework, putting away toys, or following instructions at school. Your "smart but scattered" 4- to 13-year-old might also have trouble coping with disappointment or managing anger. Drs. Peg Dawson and Richard Guare have great news: there's a lot you can do to help. The latest research in child development shows that many kids who have the brain and heart to succeed lack or lag behind in crucial "executive skills"--the fundamental habits of mind required for getting organized, staying focused, and controlling impulses and emotions. Learn easy-to-follow steps to identify your child's strengths and weaknesses, use activities and techniques proven to boost specific skills, and problem-solve daily routines. Helpful worksheets and forms can be downloaded and printed in a convenient 8 1/2" x 11" size. Small changes can add up to big improvements--this empowering book shows how. See also the authors' Smart but Scattered Teens and their self-help guide for adults. Plus, an academic planner for middle and high school students and related titles for professionals.

Take control of the unrelenting e-mail, conflicting commitments, and endless interruptions—and take back your life! In this popular book updated for Microsoft Office Outlook 2007, productivity experts Sally McGhee and John Wittry show you how to reclaim what you thought you 'd lost forever—your work-life balance. Now you can benefit from McGhee Productivity Solutions ' highly-regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments using Outlook 2007. Empower yourself to: Clear away distractions, tie up loose ends, and focus on what 's really important to you. Take charge of your productivity using techniques designed by McGhee Productivity Solutions and implemented by numerous Fortune 500 companies. Balance your home and work priorities by exploiting the enhanced productivity, organizational, and search capabilities in Outlook 2007. Go beyond just coping and surviving to taking charge of your time—and transform your life today! PLUS—Get a quick reference poster to McGhee Productivity Solutions ' proven methodology for managing workflow.

"Meeting a huge demand, Peg Dawson and Richard Guare (authors of the bestselling Smart but Scattered books focusing on kids and teens) now provide a state of the art resource specifically geared to adults. Drs. Dawson and Guare offer expert guidance for boosting executive skills--the core brain based abilities needed to get more done with less stress. Readers will be drawn in by realistic examples, self quizzes, and science based tools for strengthening time management, organization, emotional control, and more. And what you can't change, you can work around! The book is packed with simple yet effective strategies for maintaining focus, conquering clutter, staying on top of work demands, and taming the chaos of family life. Numerous worksheets and forms (which purchasers can download and print in a convenient 8

In today 's world, we 're often overwhelmed by our digital devices, stacks of paper, and constant interruptions. Get Organized! outlines a complete organizational system for the busy school leader. Providing you with simple tools and techniques to bring order and control to your personal and professional life, this book will increase your productivity and decrease your stress. With Get Organized! you can spend your time on what matters most—your school and your students. Special Features: Includes easy to implement ideas, at little or no cost—you can start right away! Each chapter contains practical tips and tools, listing exactly what to do in order to implement the strategy. This entirely updated edition provides digital strategies and tips for thriving in the Information Age.

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