



60 Second Self-Starter: Sixty Solid Techniques to get motivated, get organized, and get going in the workplace.

Jeff Davidson

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- Does your desk look the scene of an explosion?
- Is your computer crowded with pointless files?
- Are the tools you need always buried under piles of junk?

If so, **Jeff Davidson** has the solutions for you. With sixty simple, immediate techniques, he shows you how to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. With this handy manual by your side, you can banish chaos from your cubicle forever!

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