



# 57 Secrets for Organizing Your Small Business

*Julie Bestry*

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Disorganization in your small business costs money. Because time is money, every moment you spend looking for missing information, redoing lost work, and coping with interruptions takes you away from more lucrative activities. Armed with the 57 organizing secrets in this book, you can save time, grow your profits, reduce your stress, and increase your productivity. Discover how to save your sanity by joining the clean desk club. You'll learn to eliminate the tiny fragments of paper and mountains of sticky notes that threaten your productivity and create a streamlined information-capturing system and organize files so they work the way you do. Other secrets show you how you can prioritize key tasks and delegate efficiently, manage your time, set up boundaries, and prepare for the unexpected. Get practical advice and creative ideas that will help you organize your space, time, thoughts and business systems, so you can focus on what you do best.

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