



Organize Now! Your Money, Business & Career: A Week-by-Week Guide to Reach Your Goals

Jennifer Ford Berry

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Get Organized and Get Ahead

Let organizing expert **Jennifer Ford Berry**, author of the best-selling book *Organize Now! A Week-by-Week Guide to Simplify Your Space and Your Life*, show you how to get ahead in your career and personal finances by getting organized.

INSIDE YOU'LL FIND:

- Easy-to-follow checklists that give you results in just one week
- Time-management tips to increase your productivity at work and at home
- Strategies for efficiently using social media and mobile devices
- Ways to organize your resume, job search, and career goals
- Effective organizing ideas for work spaces
- Techniques for organizing financial goals and records
- Expert tips from financial advisors, CPAs and human resources specialists

Learn how to create a step-by-step plan that will help you achieve your organizational goals.

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