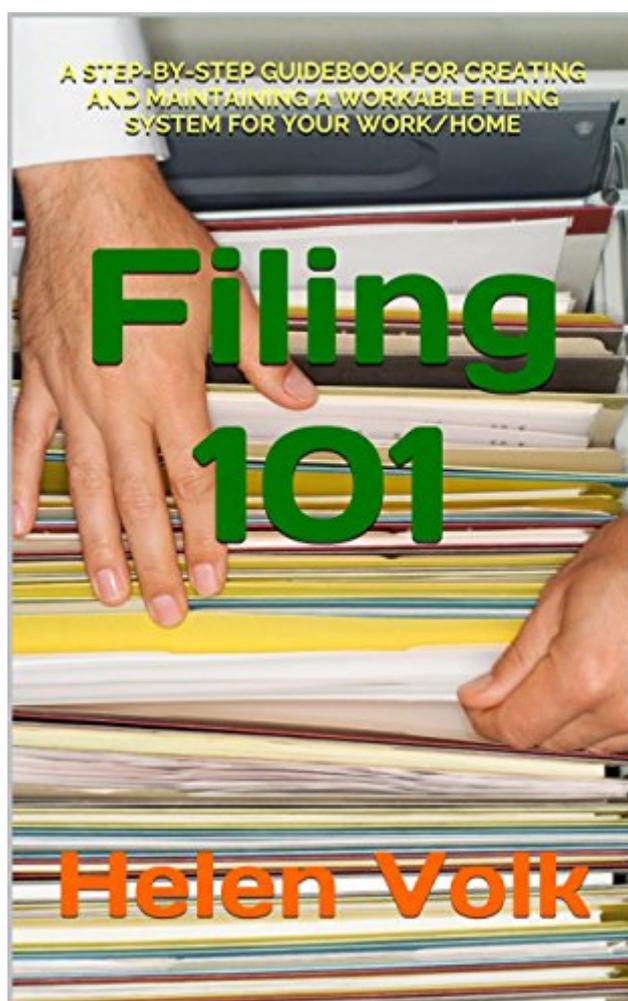# Filing 101: A Step-by-Step Guidebook For Creating And Maintaining A Workable Filing System For Your Work/Home

Synopsis

This book will help you (1) understand what constitutes a good filing system, (2) create the best filing system for you, (3) address the mental and emotional aspects of filing to motivate you to do the work, (4) select the right equipment to house your files, (5) identify the best products to meet your filing needs, (6) understand the variety of filing methods available to you, (7) know what question to ask when filing, (8) create an ICE for our important papers, (9) minimize your filing and finding time, and (10) help you to act!

Book Information

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Customer Reviews

A brilliant little book that anyone can use regardless of whether they run a busy office or work from home part time. No matter what type of office you have this will save you heaps of time and years of stress. You will be able to find the most elusive documents from years ago right through to the latest phone bill. I love this book.

I loved this book, but I wish there was more to read! It was so helpful, that now I want to buy the paperback version on Helen's website! Thanks again Helen.

Filing 101: A Step-by-Step Guidebook for Creating and Maintaining a Workable Filing System For Your Work/Home Everything Is Workable: A Zen Approach to Conflict Resolution DIY Projects: Save Time & Money Maintaining Your Home With Simple DIY Household Hacks, Home Remedies: Increase Productivity & Save Time with Frugal Living ... And Organizing, Increase Productivity) The Koehler Method of Guard Dog Training; An Effective & Authoritative Guide for Selecting, Training & Maintaining Dogs in Home Protection, Plant Security, Police, & Military Work How Your House Works: A Visual Guide to Understanding and Maintaining Your Home, Updated and Expanded How to Work From Home and Make Money: 10 Proven Home-Based Businesses You Can Start Today (Work from Home Series: Book 1) The Lean Design Guidebook: Everything Your Product Development Team Needs to Slash Manufacturing Cost (The Lean Guidebook Series) Soft Corals: Selecting and Maintaining Soft Corals Feeding and Algal Symbiosis Lighting and Water Clarity (Creating the Reef Environment) The Art of the Turnaround: Creating and Maintaining Healthy Arts Organizations Designing Brand Identity: A Complete Guide to Creating, Building, and Maintaining Strong Brands The Water Gardener's Bible: A Step-by-Step Guide to Building, Planting, Stocking, and Maintaining a Backyard Water Garden Filing a Homeowner's Claim: Natural Disaster or Not (A Real Life Legal Guide) Concepts in Federal Taxation 2017, Professional Edition (with H&R BlockTM Premium & Business Access Code for Tax Filing Year 2016) Federal Resume Guidebook: Strategies for Writing a Winning Federal Resume (Federal Resume Guidebook: Write a Winning Federal Resume to Get in), 5th Edition How to Make the Most of Crowdsourcing by Creating a Crowdfunding Campaign: A Step-by-Step Method for Growing Your Market Share by Creating and Implementing a Crowdfunding Campaign 101 Facts... Stan Lee: 101 Facts About Stan Lee You Probably Never Knew (facts 101 Book 7) Creating an Effective File System (Manage Your Work Life Series Book 4) The Fiverr Master Class: The Fiverr Secrets Of Six Power Sellers That Enable You To Work From Home (Fiverr, Make Money Online, Fiverr Ideas, Fiverr Gigs, Work At Home, Fiverr SEO, Fiverr.com) Linux: For Beginners - Step By Step User Manual To Learning The Basics Of Linux Operating System Today! (Ubuntu, Operating System) Unix System V/386 Release 3.2: System Administrator's Guide (AT&T UNIX system V/386 library)