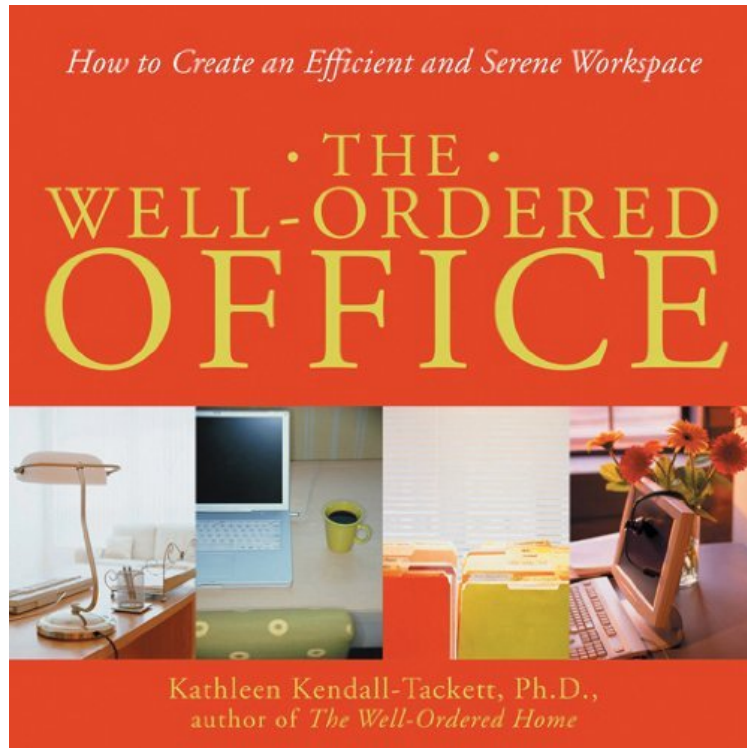


[Read free] The Well-Ordered Office: How to Create an Efficient and Serene Workspace

# The Well-Ordered Office: How to Create an Efficient and Serene Workspace

*Kathleen Kendall-Tackett*

*audiobook / \*ebooks / Download PDF / ePub / DOC*



DOWNLOAD



READ ONLINE

#1272680 in eBooks 2005-02-01 2005-01-31 File Name: B003MKBMNE | File size: 46.Mb

**Kathleen Kendall-Tackett : The Well-Ordered Office: How to Create an Efficient and Serene Workspace** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Well-Ordered Office: How to Create an Efficient and Serene Workspace:

2 of 2 people found the following review helpful. Lots of StuffBy John M. Ford Kathleen Kendall-Tackett has a lot of experience telling people how to be organized. And now you can be one of them. Her book includes an almost overwhelming quantity of organizational tips and techniques. She advises readers to "start where you are" by understanding our individual work habits and preferences. With the right perspective we can improve our lives by following the suggestions that work best for us. The ones that helped me include:- Get rid of clutter. This is actually one of the author's first principles. And I hate it, as my wife will attest. But it's worth the pain.- Work at your peak time of day. I am not and will never be a morning person. I can force myself, but unless I am working as a doorstop or paperweight, I'm not doing my best. Fortunately my job allows me to come in later and stay later. Good for everybody.- Break large tasks in to smaller pieces. This is an obvious strategy, but one that I have trouble with. The book helps with a selection of deadline management strategies.- Signal to people that their interruption will only be temporary. The author suggests a range of cues from simply shutting your office door to subtle uses of body posture and strategic desk placement to hasten disengagement.- There is excellent advice about keeping your work life under control by setting limits. Although everyone should pitch in when there is a real crisis, some people and entire organizations are in continual crisis due to poor management, insufficient resources, etc. We don't have to join

them. Other suggestions invite readers to change the way we travel, how we work at home, and even how to choose an employer that is compatible with our values and long-term goals. The book is worth reading with a critical eye, adopting strategies which fit one's style and goals--as the author recommends. A parting thought: At ten years, the book does show its age a bit, discussing PDAs rather than Smart Phones--and without much useful detail. The advice on this topic avoids greater datedness only by being overly general. You should still read this book, but supplement it with a second current book on your Smart Phone of choice.

25 of 26 people found the following review helpful. Not worth the time

By Shane A. Brewer "The Well-Ordered Office" is about techniques that can be used to reduce stress in your office. Author Kathleen Kendall-Tackett gives 50 techniques to get things under control. I'll be honest... I didn't like this book. The title suggested to me that this book would be about specific office organization techniques like filing and equipment. However the author only gives a brief overview and ends up offering no help whatsoever. A good example is the chapter on good programs for your PDA where she only offers categories of programs and no specific programs whatsoever. Sure.... list management software could be helpful but only if you have a good program! Which one is the best!?!?! The book also contains several "filler" chapter that I have no idea why they are in this book. Chapters such as "Travel safely and in style" and "Balancing work with the rest of your life" are completely unrelated to the title. If I want travel advice, I will get a book on traveling. If I want advice on how to balance my life, I'll get a book that deals with that topic, not a book that spends 2 pages on such a broad topic. In summary, don't waste you time or money on this book. It isn't worth it. While there are 1 or 2 pieces on advice in this book, I would recommend "Getting Things Done" by David Allen instead. 2 out of 5 stars.

7 of 8 people found the following review helpful. A Fresh Look at Organizing Your Office. By Mary C. Anderson I have attempted reading several books on how to organize my life or home in the hope that I would become more organized. In all honesty I have never finished any of the books due to them being too time consuming and boring. Not so with "The Well Ordered Office" it was very easy to read from beginning to end. I loved that each chapter although very informative was kept short and to the point. Dr. Kendall -Tackett has managed to cover every issue of having a more efficient office. Many of the things that she has written about in this book are practical techniques that can be used in your home office. As a matter of fact this book motivated me to organize my home office as soon as I finished reading it. I highly recommend "The Well Ordered Office" to anyone looking for a book that will be quick, entertaining and full of fresh new ideas about organizing your office.

What would you do with three extra weeks each year? Travel? Relax? Spend more time with family and friends? Studies suggest that the average businessperson squanders some 150 hours, more than three workweeks, every year looking for things in his or her cluttered office or cubicle. Taking the time to organize is making time to enjoy the things you really love. In *The Well-Ordered Office*, the author of *The Well-Ordered Home* develops her step-by-step and amazingly easy program for clearing the clutter and making sense of the mess in your work space. Where other books on office organization offer the same advice readers have heard a thousand times, this book cuts straight to the real, deeper reasons people become disorganized, an inclination to procrastination, a yen for perfectionism, a habit of being easily distracted. Drawing on her experience as an organizer and practicing psychologist, the author offers simple strategies for overcoming these issues once and for all. Readers will learn to organize information, make the most of electronic media, and handle interrupting phone calls, coworkers, and e-mails with confidence and grace. Readers who practice these simple techniques will instantly enjoy greater peace of mind as well as saving time, money, and aggravation.