



Getting a Grip on the Paper War

Robyn Pearce

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One of the biggest time-management challenges for most people is how to survive the deluge of information, especially via paper. The focus of this book is the 'paper war'; and here Robyn Pearce strategises the well-known struggle of having 'too much paper!' into submission with comprehensible and manageable systems. Robyn's commonsense suggestions are broken down into simple, quick-to-digest parts. With the whole subject of paper and information there are only a few basic areas. The biggest challenge is that many strategies are so obvious people overlook them and, therefore, suffer unnecessary stress and pressure. This book is a one-stop resource, giving readers guidance for easily implemented processes, quick steps for success and also some plain commonsense advice

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