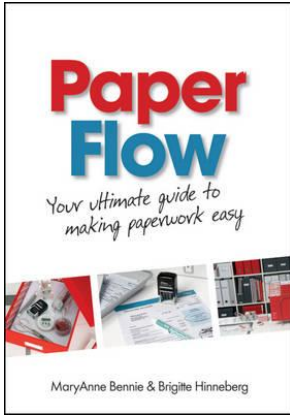
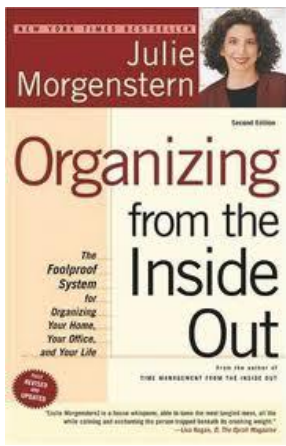


GREAT READS



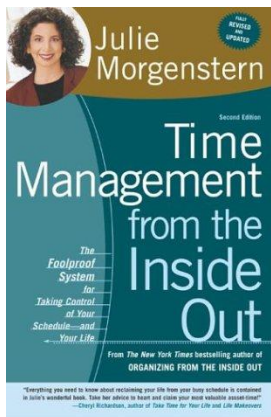
Paper Flow the Ultimate Guide to Making Paperwork Easy

This best-selling book is all you need to organise your paperwork once and for all. Written by fellow AAPO members, authors MaryAnne Bennie and Brigitte Hinneberg turn, this is an easy-to-read and even easier-to-put-in-action book and highly recommended by the team at Charlie's Angels.



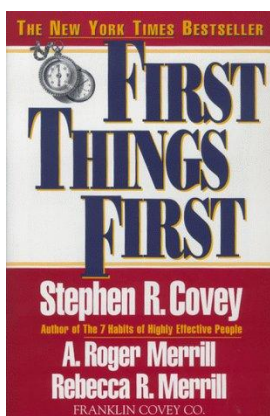
Organizing from the Inside Out

Written by veteran professional organizer Julie Morgenstern, this book offers a fresh approach to the organizing – ensuring the process and the system is the perfect one for you. Rather than a one-size-fits-all approach Julie explores systems based on your goals, your natural habits, your surroundings and psychological needs. It's a practical and insightful book for anyone considering embarking on a organisation project. Not surprisingly, this is a New York Times bestseller.



Time Management from the Inside Out, 2nd Edition

Based on the principles explored in the ground breaking from-the-inside-out approach that, Julie Morgenstern once again provides an insightful and practical guide to time management. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs.



First Things First

by Stephen Covey, A Roger Merrill and Rebecca R Merrill, Simon & Schuster, 1994. Primarily a book about time management and identifying and finding time for the important things, its tool and exercises convert extremely well into the domestic organising. There are so many highlights in this book: circles of concern and influence, Time Management Matrix, Big Rocks example, and our favourite exercise, Impact vs. Effort.