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# 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.

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