

# **The Organized Executive: New Ways To Manage Time, Paper, People, And The Electronic Office By Stephanie Winston**

**By Stephanie Winston**

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Stephanie Winston is the author of Getting Organized The Organized Executive: New Ways to Manage Time, Paper, People,

Staying organized is a never-ending task, especially for busy admins. These five tips will help you keep on top of your time and workspace.

Organization is not an end to itself, Stephanie Winston maintains. It's the key to full business vitality, the means to take you where you want to be.

Stephanie Winston is author of Stephanie Winston's Best 101 Ways to Manage Time Paper and People, The Organized Executive: New Ways to Manage Time,

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