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Read 1001 Ways to Market  
Your Books  
Organizing magazines  
Ongoing activities: Reading

1 Benefits

reduced stress  
enhanced productivity

2 Aesthetic appeal

electronic desktop  
decoration  
electronic clutter

3 Electronic organizing

Web 2.0 tools

- social bookmarking
- electronic citation management
- photosharing
- slideshare
- MERLOT
- Course Management System
- Document Sharing
- Screen casts

Instructor Tools

4 Conference Management & Travel

5 Mind Management

Gossip  
Restructuring

6 Relaxation

Foreword  
Dedication  
Author jacket  
Acknowledgments

7 Ancillary

3/25 : 3/30

Book Sections

Organization Book Project

Organization Book Project

All Files and Folders

- Hardiness
- BookNotes
- CorporateExamples
- Permissions
- OfficeOrganizingSynopsis.doc
- TimelineOrganizingBook.doc
- OpenPoints.doc
- Office ReorganizationManuscript.doc