



pen and paper clips difficult, but disorganization also prevents you from achieving your full potential as an employee or a manager. Taking it one step further, disarray in your work area may reflect chaos in your life in general. Establishing a central location for your rubber bands or notepads will not suddenly transform you into a superstar employee. Tidying up your desk, however, will make you a better employee and can provide the impetus for you to see if the rest of your life is in order. The authors provide a 10-day program with a suggested change and three actions to complete each day. Written by two British authors, the book is loaded with references and jargon that may befuddle non-Europeans, but that doesn't compromise its core message. If you just can't seem to get your desk together, getAbstract recommends this book to you: Now you can come clean.

Why is there never enough time in the day to do all the stuff you want to? Why does your in-tray just keep growing? Is it alive? Written for the time-starved and terminally untidy, *Detox Your Desk* is the perfect antidote to pressure cooker of the modern office. It's flat out but you still feel like you're not getting anything done. And no wonder. It's hard to do anything meaningful when you're swamped by piles of paperwork and endless 'to do' lists. *Detox Your Desk* helps you fight back by purging your system office toxins, so you can take control of the everyday stuff and calmly field whatever lands in your in-tray. It starts with the physical clearing out of all the rubbish that litters your life and then gives you practical tips to help free up your thinking. *Detox Your Desk* puts you on a ten-day programme that'll result in a tidy workspace and a clear head. All of the changes are easy. Stick with them over the long term and you'll change the way you work forever, giving you more time and a greater choice in every area of your life. This is your big chance to get on top of your workload and start to enjoy work and life again. You'll soon be the most efficient and effective person you know!

"[The book contains] ... a practical 10 day programme which will result in a tidy workspace and clear mind." (Start Your Business, January 2008) "If you're terminally untidy and starved of time... do yourself a huge favour and read this book!" (Personal Success, March 2008) From the Back Cover Why is there never enough time in the day to do all the stuff you want to? Why does your in-tray just keep growing? Is it alive? Written for the time-starved and terminally untidy, *Detox Your Desk* is the perfect antidote to pressure cooker of the modern office. It's flat out but you still feel like you're not getting anything done. And no wonder. It's hard to do anything meaningful when you're swamped by piles of paperwork and endless 'to do' lists. *Detox Your Desk* helps you fight back by purging your system office toxins, so you can take control of the everyday stuff and calmly field whatever lands in your in-tray. It starts with the physical clearing out of all the rubbish that litters your life and then gives you practical tips to help free up your thinking. *Detox Your Desk* puts you on a ten-day programme that'll result in a tidy workspace and a clear head. All of the changes are easy. Stick with them over the long term and you'll change the way you work forever, giving you more time and a greater choice in every area of your life. This is your big chance to get on top of your workload and start to enjoy work and life again. You'll soon be the most efficient and effective person you know! About the Author Theo Theobald and Cary Cooper must be one of the oddest pairings in publishing. A Californian academic and media-darling and a streetwise Scouser with quick wit, a no-nonsense approach and a business network to die for. Theo Theobald is a freelance writer and sometime business professional, with a career that includes BBC management and advertising copywriting. He now runs his own company, Shocktactic Limited, writing and lecturing on management, lifestyle and human interaction. He describes himself as tirelessly enthusiastic and endlessly optimistic and admits that this can be 'a bit irritating'. Cary Cooper, CBE, is Professor of Organizational Psychology and Health at Lancaster University Management School, and Pro Vice Chancellor of Lancaster University. He is President of the British Association of Counseling and Psychotherapy, former President of the British Academy of Management, a Patron of the National Phobic Society and an Ambassador of The Samaritans. He is the author of numerous books and scholarly articles. He was awarded the CBE in the Queen's Birthday Honours List in 2001 for his contribution to organizational health.