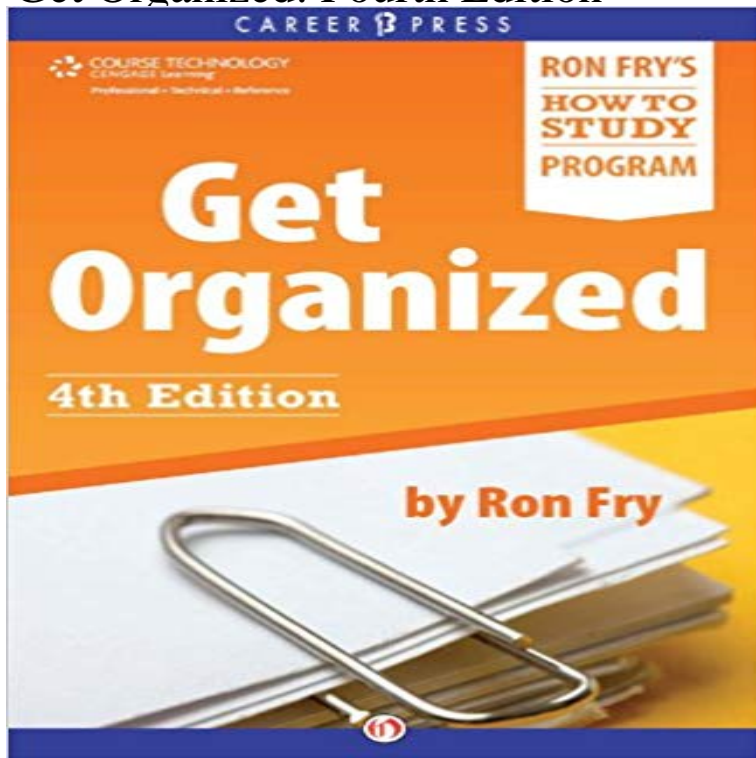


Get Organized: Fourth Edition



Get Organized shows you how to create your ideal study environment by using simple time-management tips to develop to-do lists, daily schedules, monthly calendars, and project boards. Now updated to include electronic and online planning tools, this new edition also provides strategies that help you prioritize, avoid time trap activities, and anticipate opportunities. You'll learn how to make your study time efficient and effective.

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