



Chaos to Control: A Practical Guide to Getting Things Done

Ciara Conlon

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Are you drowning in your work? Do you find you never have enough time to do everything you have to do? Chaos to Control teaches you how to take back control of your life in order to achieve your personal success.

This book helps you to focus on achieving your personal and professional goals; decrease your physical and mental clutter; use technology and social networking sites effectively; understand how optimism is a key ingredient of productivity; recognise why productive leaders are fundamental to organisational success; stop procrastinating and create positive productive habits; and move from being overwhelmed to a calm state of control.

Chaos to Control gives hope to even the most disorganised individual; its practical step-by-step approach shows you how you can achieve more in your working life and personal life.

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