



Product Catalog

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Books	Book	e-Book*
 Conquering Chronic Disorganization ISBN 978-0-9667970-3-9 Groundbreaking organizing methods proven to end chronic disorganization presented in a fun-to-read, easy-to-implement format.	\$14.99	\$12.00
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 ADD-Friendly Ways to Organize Your Life ISBN 1-58391-358-0 Co-authored with Dr. Kathleen Nadeau. Offers organizing solutions that provide long-lasting, life changing organizing success for adults with ADD.	\$21.95	Not available as an e-Book
 What Every Professional Organizer Needs to Know About Hoarding ISBN 978-0-9667970-5-3 For professional organizers, social workers, psychologists, first-responders and others who encounter people who hoard. Describes hoarding's characteristics and causes, and the approaches to address emotional and organizational needs of compulsive hoarders.	\$14.95	\$11.00

MP3s All digital downloads \$4.00

MP3 #1 Time Management, Time Perception and Adult AD/HD *33 min. 45 sec.*
A teleclass by Judith Kolberg for Pearson Education, the world's leading education company. Whether you're diagnosed, ADDish or a coach or professional organizer who works with AD/HD adults, learn the impact of ADD on task and time estimating, prioritizing, planning, and scheduling. The latest time management approaches for adults with ADD is presented. Includes Q/A session.

MP3 #3 The De-Acquisition of Stuff *36 min. 45 sec.*
A teleclass by Judith Kolberg for Pearson Education, the world's leading education company. Learn the new practice called 'De-Acquisition'—deliberately losing possession of the stuff we no longer want or need in a more environmentally-safe way. New methods and technologies have emerged that mitigate the negative affect of stuff on our lives, especially e-waste and paper. Includes Q/A session.

MP3 #4 Getting from 'Here' to 'There': Executive Function and Organizing *40 min. 04 sec.*
A teleclass by Judith Kolberg for Pearson Education, the world's leading education company. Learn about the neurological concept called 'executive function', the relationship between executive dysfunction and disorganization, and simple compensatory strategies. Includes Q/A session.

**Special Report #1 *Time Management, Time Perception and Adult AD/HD***

This report summarizes AD/HD and its impact on the management of time including prioritizing, planning, and scheduling. Research on AD/HD and time perception is examined. The latest time management approaches for adults with ADD is presented. *12 pages with endnotes.*

Special Report #2 *Understanding Decision-Making, Procrastination and Perfectionism in Chronic Disorganization*

This report explains chronic disorganization and discusses its impact on decision-making with an emphasis on the issues of categorization. Procrastination and perfectionism are also discussed. Specific strategies for improving decision-making and mitigating procrastination and perfectionism are presented. *9 pages with endnotes.*

Special Report #3 *The De-Acquisition of Stuff:*

This report presents the new practice called 'De-Acquisition'—deliberately losing possession of the stuff we no longer want or need in a more environmentally-safe way. The old technologies are no longer sufficient. New methods and technologies have emerged that mitigate the negative affect of stuff on our lives, especially e-waste and paper. *10 pages with endnotes.*

Special Report #4 *Getting from 'Here' to 'There': Executive Function and Organization*

This report presents the concept 'executive function', the relationship between executive dysfunction and disorganization, and simple compensatory strategies. *9 pages with endnotes.*

Special Report #5 *When Everything Is Important—How to Prioritize in an Urgency-Induced, Quick-Changing World*

This Special Report details the most current methodologies for prioritizing – methods appropriate to today's quick turn-around, urgency-induced work environment. Your productivity will increase as you learn how to identify true priorities and learn how to resolve competing priorities. *10 pages with footnotes.*

Special Report #6 *Organizing Generation X*

This Special Report is about how Generation X organizes tasks, time, and information, a valuable perspective to know whether you work with, manage or are Generation X. Generation X's work values are presented with organizing techniques that leverage their strengths. *7 pages with footnotes.*

Special Report #7 *Always On—A Healthy Approach to a 24/7 World*

This Special Report explains the advantages and drawbacks of new technologies that permit 24/7 access to people and to information. Techniques for managing overwhelm and practical ways to cope with and control virtual and real-time distractions will be presented, especially for digital natives born into this Always On world. *13 pages with footnotes.*

***The Special Reports are not transcripts of the MP3's. They contain information not available in the MP3 such as endnotes, websites and other references. The MP3s are teleclass recordings, not transcriptions of the Special Reports. They contain information from a question and answer session that is not available on the Special Report. Together the Special Reports and the MP3 are the most complete information on the topics.*

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