



Organize Your Business Travel : Simple Routines for Managing Your Work When You're Out of the Office

Ronni Eisenberg, Kate Kelly

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Smart tips for staying in the loop when you're out of town.

One of the most crucial aspects of any job is making sure you're in control even when you're not at your desk. Now organization and time management gurus Ronni Eisenberg and Kate Kelly show business travelers dozens of ways to stay organized and keep in touch, whether they're away from the office for a day, a week, or a month.

Presented in the same upbeat, easy-to-read (and easy-to-carry) style that has made the Organize series so successful, *Organize Your Business Travel* contains short practical chapters that address every aspect of life on the go. It shows how to establish foolproof telephone and email systems and lets readers in on the latest technology, from portable scanners to wireless internet access. It offers tips on packing everything from a briefcase to a suitcase (as well as what not to bring). It suggests dozens of ways to make traveling safer, healthier, less taxing and more fun. And it shows how to manage the homefront during those trips (from taking care of the mail to taking care of the kids). Whether they want to or not, more and more people are taking their work on the road. *Organize Your Business Travel* can help make those trips a lot less stressful and infinitely more productive.

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