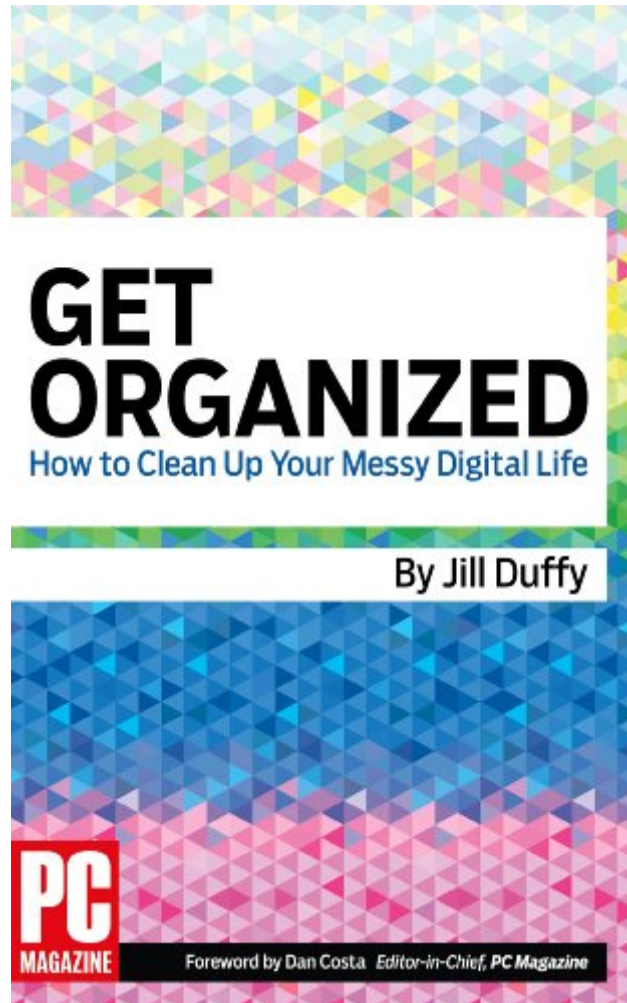


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Get Organized: How To Clean Up Your Messy Digital Life



Synopsis

Cutting out clutter might be the best thing you've ever done, not just in your closet, but also on your computer, smartphone, email, and online accounts. *Get Organized: How to Clean Up Your Messy Digital Life* is a how-to guide for reimagining your digital life and getting it to a happier and more productive place. Author and software expert Jill Duffy shows you the apps, websites, and other freely available tools you'll need to put your life back in order. You'll learn how to:

- Organize a computer so you can find what you need when you need it.
- Streamline your email to clear out your inbox for good.
- Protect your most important data with powerful passwords and simple backup solutions.
- Clean up your photos, music, and social media accounts—and keep them that way.
- Manage your finances and your online presence
- Prepare for digital afterlife....

And much more!

THIS BOOK IS FOR YOU! Is your PC's desktop as cluttered as your physical desktop? Are your media files mixed up and unintelligibly named? Are you not sure if your smartphone, password scheme, or backup system is as effective as it could be? Or is your email inbox in a constant state of disarray? Then Jill Duffy wrote this book for you. "The 'Get Organized' mission is to help people feel more in control of their digital lives through small and achievable steps," says Duffy. "A lot of the guidance in the book is about helping people take action, particularly in areas where they feel overwhelmed and inundated. My whole philosophy is about breaking down big problems into smaller parts that anyone can understand, even if they don't have a lot of experience with technology."

Based on PCMag's popular weekly "Get Organized" column by Jill Duffy, this ebook is loaded with advice and tutorials on how to better manage email and social media, how to process and sort digital photos and music, how to best use the cloud, and, most of all, how to create an organized digital life that you can sustain. Across 15 chapters and half a dozen exclusive videos, Duffy addresses every aspect of your personal and professional tech organization.

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About the Author Organization and productivity expert Jill Duffy joined PCMag.com as a software analyst in 2011, and she launched her weekly "Get Organized" column the following

year. Her work has also appeared in numerous newspapers, magazines, and websites in addition to PCMag.com, including Popular Science, The San Francisco Examiner, Game Developer magazine, DigitalTrends.com, and Gamasutra.com. Duffy's fast-growing reputation for her expertise in digital organization and productivity led her to speak at a TED conference earlier this year on the subject of how to better manage email. About the Publisher PCMag.com is a trusted online brand for buyers of computer and consumer electronic products. PCMag is well known for its PC Labs, the largest and oldest in the industry with over 30 years' heritage. The PC Labs produce over 2,200 reviews each year, all designed to guide tech buyers as they go on-market for new products. Alongside product reviews, our content includes tech news, buying guides, market-leading opinion, proprietary downloads, special features, and much more.

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Customer Reviews

I always thought I was an organized person. After reading this book, I know better - I just cleaned things once a month. The analogy the author made was to people with a healthy diet and people that diet. One is a healthy way of life the other tries and tries to be healthy. I was just trying to be organized, but like most diets -- as soon as I was organized two weeks later I was off the wagon, struggling until my next "diet". This book offers straight-forward advice on everything in your life that

could need organizing, from the importance of passwords to digital music and photos. And it is presented in a way that is easy to digest and, for a book about organization, surprisingly fun and easy to read. I'll be checking out her stories on PCMag.com that everyone is talking about. Highly recommend the book to everyone, especially those who want to buy it, but can't because they don't know their password.

There is a great scene in *Happy Endings* in which Eliza Coupe's character is accused of over-organizing and it smash-cuts to a flashback in a Container Store in which Coupe, a customer, is telling the salesman, gently but firmly, how the store could be better organized. It sounds stupid to say but this book is good because it is well organized - at the sentence, paragraph and chapter level - and of course it is. Jill Duffy is a mistress of computer organization, and her many PC Magazine articles on the subject, as well as her TED talk, are just the tip of her cross-sectioned and carefully labeled iceberg, which would not have crashed into the Titanic because that was a mess, and Jill Duffy hates messes without being a perfectionist jerk about it. This book does what it says it does, and is easy to follow. Organizing your digital life will buy you time, and you can use that time for whatever you want, such as writing love letters to Eliza Coupe, mourning the loss of *Happy Endings*, thinking about why that song from *Titanic* was so popular, going dancing, falling in love, and writing a five star review of this excellent book by Jill Duffy.

I'm a pretty impatient reader, but adding this book to my Kindle and reading on the subway home from work gave me daily, actionable steps toward organizing myself online-- passwords, email tips, etc. It's great to see Jill's continuation of her PC Mag column in book form, both of which are becoming a handy manual I refer to on a regular basis.

I think the book was good overall and the first chapter was great. However the rest could have been summarized into 10 pages (but I would pay the same price for those 10 pages). I have used the "Launch Pad" technique described in the book and love it. Most of the other "Techniques" to get organized were good but are repeated in each chapter. Would have been better to have the approach defined in the first chapter as a standard methodology that could be applied to all efforts to "Get Organized".

Maybe I'm not the right person for this book, but as someone who is organized and gets great pleasure from having methods of being efficient and on top of things, I thought maybe I would pick

up a thing or two from this book. Maybe fill in some gaps or get better ideas. I didn't. But I was OK with that because I knew it was a possibility, but I actually found myself disagreeing with so much of what was written that at times I was talking out loud to the kindle telling it why it was so wrong! So maybe it's OK for some, maybe if your life is out of control in terms of organization it will help you. But in my opinion the advice is not great.

Get Organized was informative, easy to read and most of all practical. The section on password management was particularly useful. What more it was all written with a clever and subtle sense of humor. I would definitely recommend this book.

Nearly all of us have a digital life, whether we like it or not. And like life offline, our online life can quickly become messy, disorganized, and after awhile the clutter is overwhelming. This book is the ideal solution to cleaning up the digital clutter in everyone's lives. Jill Duffy wrote this book not for the jargon-happy or those in the tech-nerd world, but for me, you and everyone you know. Get Organized is one part philosophy and one part DIY guide, outlining ideas and then giving you tutorials and advice for exactly how to carry out the ideas contained within it. And, it is humorously written to boot. There's something in there for everyone, from password management to how to best clean up an overflowing inbox. This book is a must-read, even if your only digital life is an email address and account.

I'll update this when I've finished the book. So far, I've read about half-way through the book. It is clear, concise, and the writing style is entertaining enough to keep my attention. I've used almost all the suggestions she has provided. The ones that I haven't used, are unused only because I have a similar system of my own that I've had in place for many years. She makes it clear, however, that all of her suggestions are optional, and that, in order for a system to work for any reader, it has to fit each person's own style and way of thinking of and finding information. The *only* thing the book has not included, that I think it should, is a paragraph or two on the new "Inbox" interface for Gmail, which incorporates many of the same techniques she suggests for organizing e-mail. Otherwise, so far, this book is ideal for augmenting and speeding up my everyday information organization. I'm definitely glad I invested in it, and I'm fairly certain it will remain a good reference for quite some time to come. I only gave it 4 stars because I haven't finished the book yet, so I don't know for certain what my eventual rating will be at that point. I'll update after I finish it.

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