



# 12 Steps to Becoming a More Organized Woman: Practical Tips for Managing Your Home and Your Life

*Lane P. Jordan*

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## **12 Steps to Becoming a More Organized Woman: Practical Tips for Managing Your Home and Your Life** Lane P. Jordan

Lane Jordan provides the perfect blend of nuts-and-bolts information geared to everyday tasks and insights into the timeless relationships with family, friends, God, and self. The result is a book that serves as a modern-day Proverbs 31 for women.

In this completely revised and updated edition, Jordan incorporates new tips and technology that can make women's lives more productive, balanced, and satisfying.

New information includes:

- How to use electronic/internet tools to save time
- Home office information and organization tips
- How to avoid wasting time on the computer!
- Web-based etiquette and more...
- Discussion questions for small groups or Bible study follow each chapter.

An invaluable resource for every 21st century woman--from soccer moms to single grandmoms--this book combines practical information on managing fast-paced life with the biblical wisdom and assurances that remind us that even when life seems overwhelming, the Lord is our keeper, our father, our husband, and our shepherd.

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