



Time Management: Proven Techniques for Making the Most of Your Valuable Time (Adams Critical Skills for Your Business)

Marshall J. Cook

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Everyone who works wishes there were more hours in the day, so that they could do their job right. But the secret isn't working more hours-instead, you need to learn to use the time you already have more efficiently and effectively.

Contrary to popular belief, effective time management is not based on doing more things in less time. That's just not going to happen. Time management is about doing the right things better.

Time Management shows you how to organize your valuable time to make sure the things you need to make happen get done. It includes dozens of proven, easy-to-use techniques including how to:

- Create a to-do list that's realistic and not intimidating
- Prevent interruptions from lowering your productivity
- Cope with information overload
- Defeat procrastination

Time Management is perfect for anyone who has a desk, but can't find it; anyone who spends most their day working on to-do lists; or anyone who can't find the things they need because they don't have time to file.

Whether you feel overwhelmed by your workload, or just want to find a few extra minutes in the day, *Time Management* has the answers you need. Your world will keep spinning even if you don't pick up every last message-pick up *Time Management* instead, and take control of your agenda today.

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