



Time Management for a Productive Life (Paperback)

By Eddie de Jong

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Discover how you can make the most of every day Is 24 hours per day not enough to get all the things done that you want to? Do you often wish that you had more time to do the things you really love doing? Are you stressed out because your workload is impossible to handle? Time Management for a Productive Life (Personal Development book 2) is based on tried and tested scientific principles that have helped millions of people make the most of every day. The theory has been condensed and simplified into an easy-to-use series of steps that will show you how to: - Start keeping track of your time right now. - Classify your activities based on what is important to you. - Prevent crisis s that drains you of all energy and leaves room for nothing else. - Plan your day or week by prioritizing the important activities first. - Eliminate procrastination. - Remove all sources of interruption where it is possible to do so. - Communicate and negotiate interruption limits with the people surrounding...



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