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achieve success you have to be able to manage your time! Dont be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a weeks value out of a year while another man gets a full years value out of a week. Charles Richards Without efficient, effective time management skills you will find it difficult to create forward momentum. You will struggle to organize your time which means that you will struggle to hit deadlines, and you will struggle to get your job done. Neither of which is conducive to a bright future. We all have a limited supply of time and when it's gone, it's gone. There are only 24 hours in every day. You cannot work 24 hours a day, and you cannot work until you drop. It would destroy your health, and destroy the quality of your work. You must learn not to work more, but to work smarter! I have a question for you. Do you know how you spend your time? In This Book You Will Learn... In this book you will learn to take control of your time and develop your time management skills. You will learn how to analyse how you spend your time and what you should be doing with it. You learn how to organize your day and how to deal with the enemies of your time. Read about... Learning to focus How you spend your time Time Management Tips Dealing with the drivers How to deal with procrastination And much, much more Make The Most Out of Your Time There is no need to struggle with time management. There is no need to waste time due to procrastination. Just scroll up to click the buy button and start implementing your time management strategies, today. If you want to make good use of your time, youve got to know whats most important and then give it all youve got. Lee Iacocca If you are interested in buying the paperback version it also contains a copy of my book, "You Can Beat Procrastination." Prsentation de l'diteur Time Management How to create forward momentum with Time Management To achieve success you have to be able to manage your time! Dont be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a weeks value out of a year while another man gets a full years value out of a week. Charles Richards Without efficient, effective time management skills you will find it difficult to create forward momentum. You will struggle to organize your time which means that you will struggle to hit deadlines, and you will struggle to get your job done. Neither of which is conducive to a bright future. We all have a limited supply of time and when it's gone, it's gone. There are only 24 hours in every day. You cannot work 24 hours a day, and you cannot work until you drop. It would destroy your health, and destroy the quality of your work. You must learn not to work more, but to work smarter! I have a question for you. Do you know how you spend your time? In This Book You Will Learn... In this book you will learn to take control of your time and develop your time management skills. You will learn how to analyse how you spend your time and what you should be doing with it. You learn how to organize your day and how to deal with the enemies of your time. Read about... Learning to focus How you spend your time Time Management Tips Dealing with the drivers How to deal with procrastination And much, much more Make The Most Out of Your Time There is no need to struggle with time management. There is no need to waste time due to procrastination. Just scroll up to click the buy button and start implementing your time management strategies, today. If you want to make good use of your time, youve got to know whats most important and then give it all youve got. Lee Iacocca If you are interested in buying the paperback version it also contains a copy of my book, "You Can Beat Procrastination."