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Time Management From The Inside Out





Synopsis

These days, we face no greater challenge in our personal and professional lives than organizing and managing our time. Now Julie Morgenstern, whose best-selling Organizing from the Inside Out has helped hundreds of thousands of people conquer the clutter in their lives, explains how to overcome the time challenge once and for all. Her groundbreaking from-the-inside-out approach helps you uncover your psychological strengths and stumbling blocks and create a time-management system that suits your individual needs. Let Julie show you how to:identify your personal preferences and stylesdetermine how long tasks really takeeliminate, delegate, and streamline tasks stop procrastinating, once and for allput an end to chronic lateness stick to your schedule while maintaining flexibilitycope with the constancy of unexpected changeTime management is a skill that anyone can learn. Take control of your schedule, connect the activities of your daily life to your most important big-picture goals, and live the life of your dreams.

Book Information

Audible Audio Edition Listening Length: 2 hours and 2 minutes Program Type: Audiobook Version: Abridged Publisher: Simon & Schuster Audio Audible.com Release Date: October 2, 2008 Language: English ASIN: B001HBWSSI Best Sellers Rank: #12 in Books > Business & Money > Business Culture > Health & Stress #21 in Books > Audible Audiobooks > Business & Investing > Business Life #314 in Books > Business & Money > Skills > Time Management

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