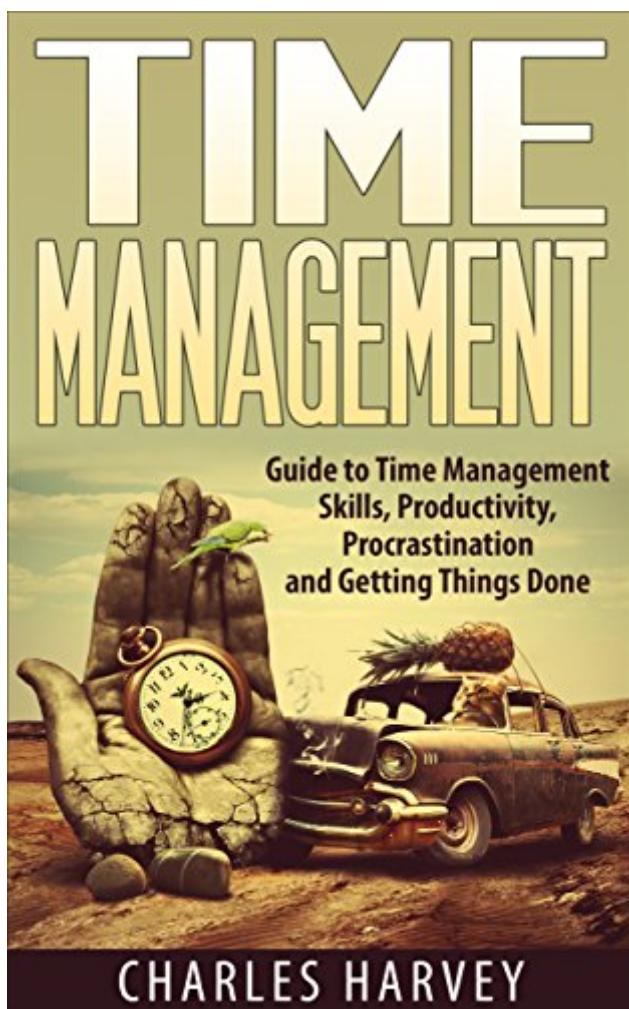


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# Time Management: Guide To Time Management Skills, Productivity, Procrastination And Getting Things Done (time Management, Procrastination, Productivity, ... Successful People, Efficiency, Schedule)





## Synopsis

Are You Tired of Procrastinating and Wasting Away Your Day? **Read this book for FREE on Kindle Unlimited ~ Bonus Right After The Conclusion Act Now Before Gone!**

Have you every had a lot to do in a day, and felt overwhelmed to the point where nothing gets done? Do you have many tasks in your day and never know where to start? Do you struggle with always looking at social media while trying to be productive? When you download *Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done*, you will start maximizing your productivity each day! You will discover how to improve and increase your efficiency and time management skills.

**Publisher's Note:** This expanded 2nd edition of *Time Management* has FRESH NEW CONTENT to make managing your time even easier than before! These easy tools and techniques will increase your productivity. You'll be happy to see that you are achieving your goals and getting more done throughout your days. Within this book's pages you will find answers to these questions and more. Just some of the questions and topics covered include:

- Budgeting Your Free Time
- Habits of Time Management
- Characteristics of Organized People
- Effective Tips for Good Time Management
- Goal Setting

This book breaks training down into easy-to-understand modules. It starts from the very beginning of having great time management skills, so you can get great results - and achieve massive success!! Hurry! Scroll to the top and select the "BUY" button for instant download.

## Book Information

File Size: 230 KB

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## Customer Reviews

This book served as a great reminder to always refine and polish your daily routines and check your goals. Some of the things that the author lays out have been talked about before, as with most time management books. But this book covers a lot of ground and gives the reader a fresh check on their own deficiencies. Some old adages like ÃƒÂ¢Ã  ¬Ã  Ã“Time is MoneyÃƒÂ¢Ã  ¬Ã  Ã• are included, but that is a reminder that we all need. I liked the frank, stern message from the author that followed that adage, ÃƒÂ¢Ã  ¬Ã  Ã“YouÃƒÂ¢Ã  ¬Ã  â„¢re running out of time.ÃƒÂ¢Ã  ¬Ã  Ã• You canÃƒÂ¢Ã  ¬Ã  â„¢t say it more plainly than that, and it is absolutely true. The author guides the reader through setting five long term goals, how to do it and what to consider when doing it. The advice on setting deadlines was consistent with the message and useful. The author delves into how to use Evernote to assist the reader with their organizational needs, and makes further strategic suggestions on utilizing that system. The author leaves the usual, beaten path of this type of self-help book momentarily and breaks some new ground with the discussion about adding allowances onto your schedule for down time, mistakes, and improper planning. Allowing that time and planning for it can prevent having to completely rework your schedule when something goes wrong later. ItÃƒÂ¢Ã  ¬Ã  â„¢s not the type of thing that is usually discussed, and IÃƒÂ¢Ã  ¬Ã  â„¢m glad it was included. This is a very good book full of good reminders and some new ideas.

Time Management by Charles Harvey approx 29 pgs  
Summary: Fairly short book on Time Management with many useful tips that could be found in various other books on the subject but they are summarized very well in this short book.  
Pros: Covers a wide range of time management topics including multi-tasking and its disadvantages, talks about noting your time on a schedule and preparing for possible set-backs.  
Cons: Font was a little small and would have been nice to see a bibliography of references to other books the author pulled this information from.  
\_Yes/No Issues  
Linkable TOC- No  
Consistent Font- No  
URLs in Text- Yes  
Advertisements for other Products- Only for Evernote  
Bibliography- No  
Photos/illustrations- One of a cartoon dog saying thank you at the end  
Charts/Graphs- No  
Bonus Videos- Yes of Carnegie Mellon Professor Randy Pausch  
Bonus PDF-

No\_Editing\_\_\_\_\_1)Needs a lot of Editing\_\_\_\_2)Needs some editing\_X\_3)Edited wellMost interesting concepts:- Mention of Ultradian Rhythm in Chapter 3; interesting concept that teaches 90 minutes of work followed by 30 minutes of rest. Most employers won't allow more than a 15 minute break if you are scheduled to work at least 6 hours. But it's an interesting concept if you are your own boss. Would have liked to see the author give a reference to the origin of this concept for further research.- There is a bonus video of Carnegie Mellon Professor Randy Pausch talking about Time Management at the end of the book

Okay information but very short. There is nothing really new or original in this book. It is like a generic book on time management and there are more and better books out there on this subject. It is not that this info is bad, it is just not new or original and I did not learn anything that I already did not know from other books on the subject. The reviewer is the author of the new Kindle book entitled: Sex Education For Adults Secrets to Amazing Sex and Happily Ever After Too

This is a short and concise book on getting a handle on your time. I was able to read it in under an hour. I have read a few other time management books and this one is similar to those. The author mostly discusses what to do to manage time, but gives a few tips on how to manage time, mostly using calendars and planners and phone apps. My only suggestion for these types of books is to discuss more of the logistics and give example schedules.

If you are looking to improve your time management skill, then you go to read this book. It's pretty short and you can finish it in no time, but when you're done reading, I'm pretty sure you'll learn some things and might try to apply in your daily life. This book contains proven steps and strategies on how to manage your time, invest time for your plans and goals life, at the same time maximize the use of your time for consistent productivity. The book offers in-depth lessons and fundamental strategies in managing time, role of time management and goal setting, budgeting and investing your free time, prioritization in time management, habit formation for time management, and other things that can help you improve the use of your time to make it more productive. They say time is the most precious gift anyone can have. So why not make the effort to try and make use of your time in a quality and productive way that can be beneficial to you, your future, and to the people around you.

Time management, in today's world we definitely need to manage our time. We need to learn the

art of being productive and not counter productive . We have the choice to control our time by setting a calendar or a to do list that has a list of our daily routines and tasks that needs to get done. After reading this I am more motivated to manage my time in a way that will bring me good results and less stress. The contents of this book was simple and easy to understand . I highly recommend it for anyone who is struggling with managing their time!

If you want to help a family, friend, or coworker; this is the book for you. Give a great gift to someone you care about, this book gives simple to follow steps to help with work, school, or whatever! Get them back on the right track to succeed, right in time for the new year. This was a good read to bring in the new year.

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