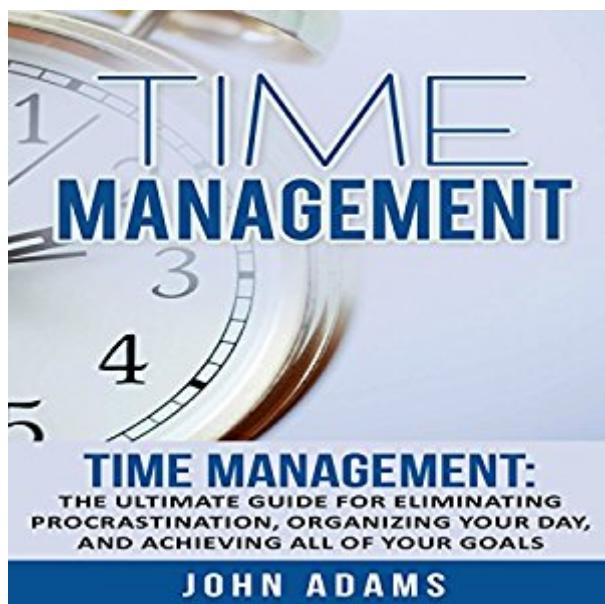


The book was found

Time Management: The Ultimate Guide For Eliminating Procrastination, Organizing Your Day, And Achieving All Of Your Goals



Synopsis

Most of the time we feel that there isn't enough time in the day to get things done, and we start making excuses of the things we can't do because we're too busy. Most of the time, adjusting your schedule can make a huge difference. Procrastination takes a big hit on your time, and is something we must avoid. This book contains proven strategies on how to eliminate procrastination, organize your day, and achieve all of your goals. Remember the famous quote: "Do not put off for tomorrow what you can do today." We must effectively squeeze the life out of every day, and live it to the fullest. This means getting things done effectively in the shortest amount of time. Take action today, and discover the proven secrets that will help you make the most out of your day.

Book Information

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Customer Reviews

So were you expecting this book to be a simple checklist that you follow mindlessly? If so, you'll probably never get your procrastination under control. What really makes the difference is a book like this. The author strikes at the core of time management which includes our fear, perfectionism, lack of confidence, etc. It then moves into our mindset. "Are we overestimating our abilities to get things done in 24 hours?" the author asks. Many of us are. These are the kinds of things this book delves into. Oh, and yes there are some super practical things like making lists, saying no to people, etc. What I disagree with the author on is over immediate vs long-term goals. I would rather focus on high leverage vs low leverage. For example, in 24 hours I could wash the car, walk the dog, eat lunch, and walk. Or I could attend an important business meeting to close a \$1,000,000 deal. Clearly the high leverage business meeting is more important.

Procrastination is a problem when things need to get done, but aren't. Time Management is a book that comes to help. The book has helped me to set better and clearer goals and determining the causes for my own procrastination. Also, my daily schedule used to be non-existent or a mess before, but nowadays I have written down everything I need to accomplish daily. Short but informative, Time Management is a great book for a day's read towards better times in your life.

Many of us are guilty of frittering away our time by watching television, vegging out on the sofa, or just being lazy. This marvelous book helps you to pinpoint the time leakage in your life and to put a stop to it before it's too late. John Adams has done a great job in succinctly summing up ways to make the most out of the 24 hours in a day. Well worth the read!

I liked that the author went through most of the basics regarding time management and how to beat procrastination. This book is too basic if you are more experienced in planning your time and setting goals etc like I am. But a good book if you're starting out.

this is a book which has taken my productivity to the next level. I have a strong routine and ritual that I follow everyday but this book has even given me little strategies to get more work done and I am already seeing the result. I can inform you that this book has given me the tools I needed to not even procrastinate for one second and move on to the next task to get it done. I can tell this is the book you will only need on productivity to take more action and to work smarter.

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