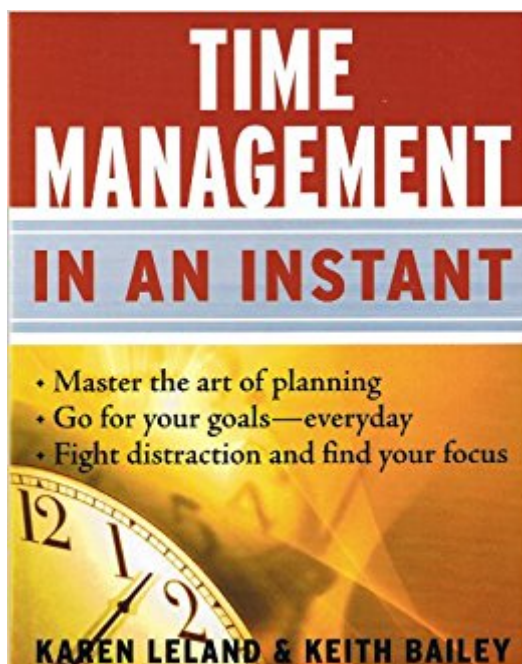


The book was found

Time Management In An Instant



Synopsis

In today's hurly-burly work environment, many businesspeople find it challenging to avoid distraction, stay focused, use their time and energy to maximum benefit, and gain ground on important goals and outcomes. One study by the Families and Work Institute found that one third of Americans are overworked and more than 50 percent of those surveyed say they are either doing too many tasks at the same time or are frequently interrupted during the workday--or both. In short, we are overloaded! Time Management In An Instant helps people overcome the feeling of overload and outlines the best practices for improving everyday work situations including: * Harnessing the power of completion. * Linking your core values to key projects. * Finding the power of mini-tasks. * Playing the 80/20 game of accomplishment. * Getting a procrastination inoculation. Time Management In An Instant avoid the traps that lead to an unproductive relationship with time. It offers field-tested time habits and expert advice based on the latest research that will help the reader better manage, create, and spend their time with more satisfaction and results!

Book Information

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Customer Reviews

The In An Instant series is a new brand of user-friendly, engaging, and practical reference guides on core business topics, which capitalizes on the authors' extensive experience and knowledge, as well as interviews they have conducted with leading business experts. Written in an upbeat and engaging style, the series presents 60 tips and techniques with anecdotes, examples, and exercises that the reader can immediately apply to make their work life more efficient, effective, and satisfying.

--This text refers to the Paperback edition.

Karen Leland and Keith Bailey are partners in Sterling Consulting Group and have co-authored *Customer Service For Dummies* and *Watercooler Wisdom*. Their consulting clients include Microsoft, American Express, AT&T, Roche, Marriott Hotels, Oracle and Luftansa. They have been interviewed by Time, Newsweek, The New York Times, CNN, Fortune, Entrepreneur and Oprah.

I purchased this book for a project I did in a training class. I was conducting a training on time management. I ordered multiple books, and this is the book I choose to model my training off of. This book was set up well with a good flow which made it a quick airplane read for me. I recommend this book, but agree with others... don't make it the only book you read on time management if you're really interested in the subject.

This book contains just normal common sense things, you can just google it and find it on any of the "How-To" website and that's everything you will need. There is nothing new here.

If you're too busy (or disorganized) to even read a time management book this is for you. I got so much out of one early idea: For every task, you can Do, Defer, Delegate or Dump. Simply having that much clarity as I handle a piece of paper or contemplate a task had made a big difference. Easier to make a decision! Language is clear, concepts useful, no time or words wasted, nothing preachy either.

This book has helped me work on some of my time management issues. Some of it is a little weak, but over all it's worth the read.

Very easy to read

I found *Time Management In An Instant* to be filled with tips and suggestions I can use. While not every tip is applicable for me today, many of them are. Because they are short and quick to read, I can easily locate tips that apply to issues I am dealing with, read through them, and put them into action quickly. Read this book with a pencil handy, because you will want to make notes!

I was unaware this is more for a business orientated person. Being in my early college years, this isn't the most helpful. However, the service was exceptional and my book arrived before the

expected date.

I read Time Management in an Instant last week and, for the first time in 25 years, the scattered papers on my desk, and in my files, are vanishing, some into a trash can and others into files. I hate paper work and have made a dutiful practice of avoiding it my entire life. I spend hours looking for invoices, bills, the names and phone numbers of business contacts I jotted down on a piece of paper and can no longer find. I have paid untold sums in late fees and penalties because I was unable or unwilling to organize my priorities in life. My goals were not sufficiently specific and my fears overarching about everything I needed to do. I had so many things to do that I simply did nothing. Time Management in an Instant walked me through my fears, distractions and avoidance behavior. It provided me with simple methods of organizing my time, a rewards system for actions taken, practical exercises that helped me organize my thinking so I was then able to organize my life. It is not just another `to do' book that becomes something else we must do, but an inspiring and motivational journey that teaches us to take small, prioritized concrete steps toward our goals, large and small.

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