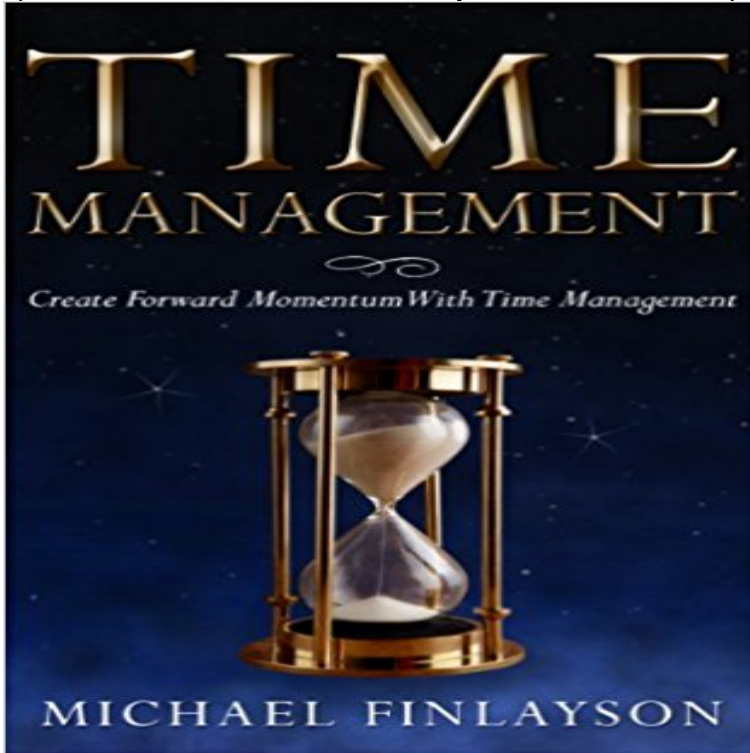


Time Management: Create Forward Momentum with Time Management (Your Personal Development Book 1)



Time ManagementHow to create forward momentum with Time ManagementTo achieve success you have to be able to manage your time!â€œDonâ€™t be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a weekâ€™s value out of a year while another man gets a full yearâ€™s value out of a week.â€•â€• Charles

RichardsWithout 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 its gone, its 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 focusHow you spend your timeTime Management TipsDealing with the driversHow to deal with procrastinationAnd much, much moreMake The Most Out of Your

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