



Successful Time Management For Dummies

Dirk Zeller

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Incorporate effective time management and transform your life

If you always feel like there's not enough time in the day to get everything accomplished, *Successful Time Management For Dummies* is the resource that can help change your workday and your life. Filled with insights into how the most successful people manage distractions, fight procrastination, and optimize their workspace, this guide provides an in-depth look at the specific steps you can use to take back those precious hours and minutes to make more of your workday and your leisure time.

Modern life is packed with commitments that take up time and energy. But by more effectively managing time and cutting out unnecessary and unproductive activities, you really can do more with less. In this complete guide to time management, you'll find out how to manage email effectively, cut down on meetings and optimize facetime, use technology wisely, maximize your effectiveness during travel, and much more.

- Find out how to accomplish more at work and in life, all in less time
- Organize your professional life and workspace for optimal productivity
- Learn to put an end to procrastination and successfully handle interruptions
- Get specific insights into time management in various functions, from administration professionals to executives

If you're looking to take back your time and ramp up your productivity, *Successful Time Management For Dummies* is the resource to help get you there in a hurry.

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