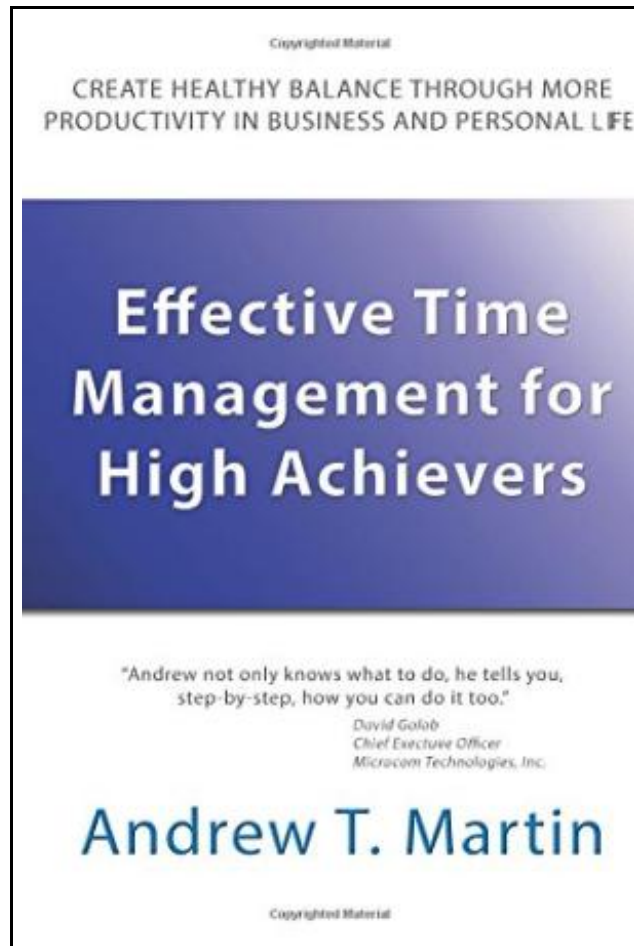


## Effective Time Management for High Achievers



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Serene Connections Incorporated, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. I just don t have the time to do everything I need to do. I have always wanted to do that but can t seem to make enough time. I don t have the time for a social life. There s just one last thing I have to do before I leave. Do these sentiments sound familiar? If so, it is likely that you are a high achiever. As such, it is a part of your psychology to want to succeed at everything you do, and to continually seek new challenges to conquer. If you fit this description, read on and discover a tried and true method of time management that will change your life forever. One word of caution: effective time management is a serious endeavor that will require your whole-hearted commitment and active participation in order to succeed. I promise you that Effective Time Management for High Achievers will produce results if you are committed to following each of the steps outlined in this process: 1.Build an Action Plan 2.Take Advantage of Existing Habits 3.Use Your Energy Wisely 4.Build a Day Plan 5.Schedule Tasks 6.Organize 7.Keep Your Schedule Current 8.Prioritize Objectives 9.Make Time To Review 10.Effectively Handle Interruptions 11.Keep The Commitment 12.Reward The Success Time management is a skill that you can master with this program. You can succeed, and it will change your life. What people are saying about Effective Time Management for High Achievers Structured people need a system to keep their time on track. Andrew Martin s book is a quick and easy way to build that. It won t take much time to read, understand and use and it...



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