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## The Art of Getting Things Done: 10 Prolific Ways to Effectively Manage Your Time

By Vincent a Santiago

Createspace Independent Publishing Platform, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm.

Language: English . Brand New Book \*\*\*\*\* Print on Demand

\*\*\*\*\*. Tell me if the following phrases sound familiar: I don't

have time. Time, I need more time. There's not enough hours in

a day. In a world full of busy schedules, family time and

unscheduled meetings, time is Gold. Time is a very precious

nonrenewable resource and this is what you'll hear from

people who know the value of it. They say that the more you

rush, the faster the time gets, and the more you wait, the

slower it gets. The truth is that time will remain the same

whether you rush or not. It really depends on the way you

manage yourself. That is why self-management is very

significant. It helps you become more organized, punctual, and

a more effective person. The Art of Getting Things Done was

created to provide several tips and useful techniques because

most people struggle with self-management. It also teaches

you self-discipline and self-awareness in order for you to

successfully manage all of your work and have time for

additional activities. All of this and...



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