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10 Minute Time Management: The Stress-Free Guide to Getting Stuff Done

By Ric Thompson

Createspace, United States, 2014. Paperback. Book Condition: New. 208 x 135 mm. Language: English . Brand New Book ***** Print on Demand *****.For any Small Business Owner, Entrepreneur or Business Coach Looking to Get More Done in Less Time. In 10-Minute Time Management: The Stress-Free Guide to Getting Stuff Done you re about to discover tips, strategies and skills to help you manage your time in 10 minutes or less. They will help you reduce the amount of stress you are under because you feel like you have too much to do and not enough time to do it. This book will provide you with a simple plan designed to improve your productivity and give you more time to do the things you want to do. Here is a preview of what you ll learn: 1.How to plan your day in less than 10 minutes 2.Organization tips to clean up your work space and your projects - 10 minutes at a time 3.How to identify and eliminate distractions - even if you work from home 4.How to delegate tasks - in 10 minutes 5.Tricks for turning your downtime into productive time - carve an extra 30 minutes to 2 hours...



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