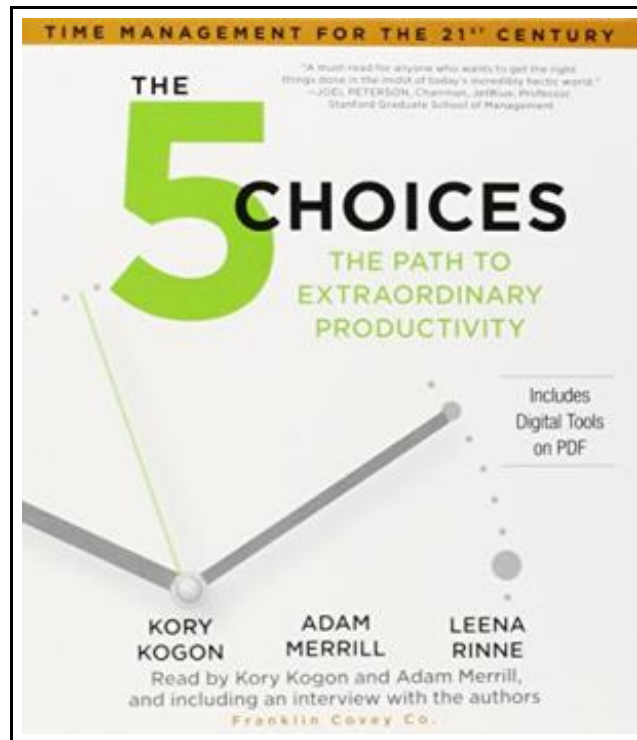


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SIMON SCHUSTER AUDIO, United States, 2014. CD-Audio. Book Condition: New. abridged edition. 148 x 128 mm. Language: English . Brand New. The time management experts at FranklinCovey share their five critical techniques for avoiding distractions and paying focused attention to our most important goals and tasks in our daily lives. INCLUDES DIGITAL TOOLS ON PDF! Every day brings us a crushing wave of demands: a barrage of texts, emails, interruptions, meetings, phone calls, tweets, blogs not to mention the high pressure challenges of our jobs that can be overwhelming and exhausting. The sheer number of distractions can threaten our ability to think clearly, make good decisions, and accomplish what matters most, leaving us worn out and unfulfilled. Now FranklinCovey offers powerful insights drawn from the latest neuroscience and decades of experience and research in the time-management field to help you master your attention and energy management through five fundamental choices that will increase your ability to achieve what matters most to you. The 5 Choices is time management redefined for the twenty-first century: it increases the productivity of individuals, teams, and organizations and empowers you to make more selective, high-impact choices about where to invest your valuable time, attention, and energy. The 5 Choices are: 1. Act on the Important, Don t React to the Urgent 2. Go for Extraordinary, Don t Settle for Ordinary 3. Schedule the Big Rocks, Don t Sort Gravel 4. Rule Your Technology, Don t Let It Rule You 5. Fuel Your Fire, Don t Burn Out.



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