



Time Management in a Week : How to Manage Your Time in Seven Simple Steps

By Ashton Robert

Paperback. Book Condition: New. Not Signed; Description: Time management just got easier People have been writing about time management for at least 800 years. Yet most of us still find it virtually impossible to clear our desk by the end of each day. We all over-commit, struggle to prioritize and allow ourselves to be distracted. Of course, times change, but finding enough time in the day to get everything done has always been a challenge. When St Marher wrote in 1225 that 'Time and tide wait for no man', he did not have phones ringing or emails pinging. But he clearly recognized the problem we all have getting things done. After all, medieval monks, like the rest of us, enjoyed a chat. And, of course, household chores like shopping were far less simple than they are today! This book is concise and easy to read. Keep it handy and gradually introduce at least some of the changes into your everyday life. When you do, it will help you gradually regain control of how you spend your time. Time Management In A Week is your fastest route to success: - Sunday: It all starts with you - Monday: Understanding your job...



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