

20 MINUTE MANAGER

Managing Time



Focus on what matters
Avoid distractions
Get things done

20 MINUTE MANAGER SERIES

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Avoid distractions
Get things done



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Preview

You have too much to do and too little time. It's frustrating and stressful and has a big impact on your success. Although you can't magically add more hours to the day, you can learn to manage your time—however limited it may be—more carefully and efficiently. This book will quickly teach you the basic steps and tools you can use to take control:

- Logging your time
- Prioritizing your responsibilities
- Developing a plan to reallocate your time to reflect your goals
- Managing deadlines
- Creating detailed, task-oriented to-do lists
- Avoiding interruptions and distractions

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