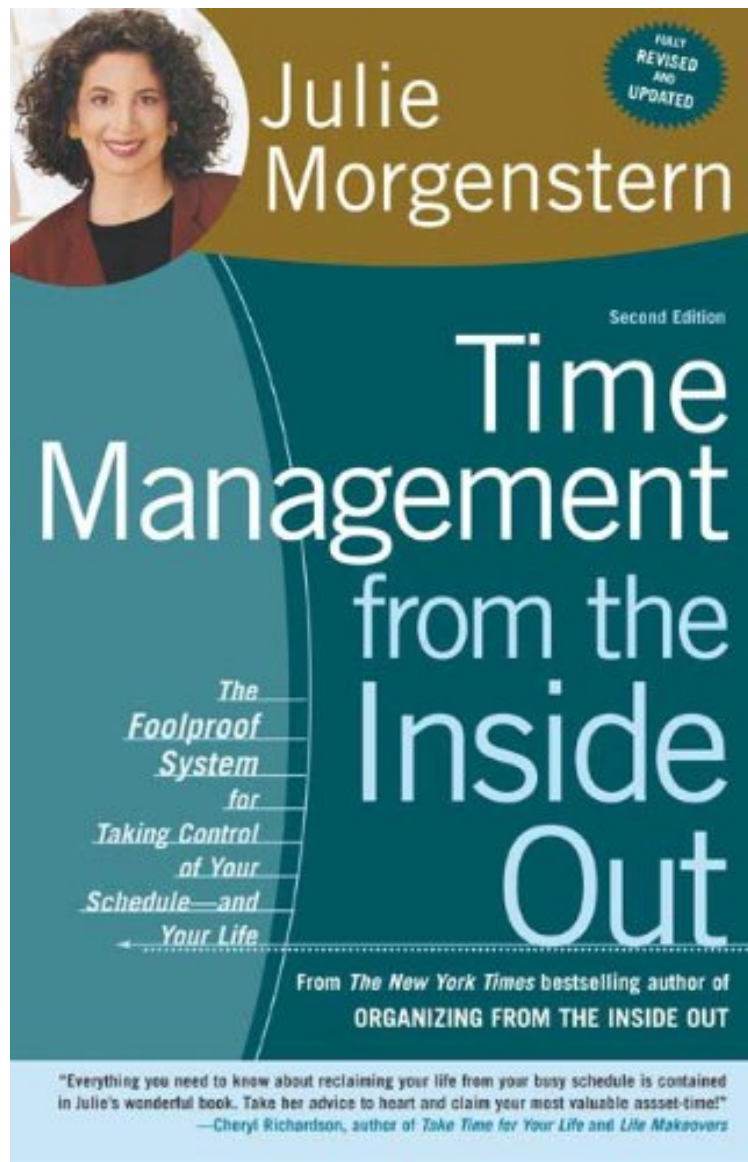


[Download] Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life

Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life

Julie Morgenstern

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A thoroughly updated and expanded edition of the definitive guide to managing and freeing up timeApplying the groundbreaking from-the-inside-out approach that made Organizing from the Inside Out a New York Times bestseller, Julie Morgenstern set a new standard for the time- management category. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs.By applying her proven three-step program-Analyze, Strategize, Attack-and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all.This revised edition delivers- a new chapter about the WADE formula for getting started- new time maps for people with irregular schedules- new four-, eight-, and twelve-week program guides for improving time-management skills - a fully updated resource guide

Idquo;Everything you need to know about reclaiming your life from your busy schedule is contained in Julie's wonderful new book.rdquo; ?Cheryl Richardson, author of Take Time for Your Lifeldquo;Time Management from the Inside Out is an outstanding resource in the process of being ready to live at a higher level. It won't just help you manage your time, it will help you manage your life. A valuable read!rdquo; ?Ken Blanchard, co-author of The One-Minute Manager and Leadership by the Bookldquo;If I had had Julie Morgenstern's tips on how to organize my workload and prioritize my days, balancing my growing business and family life would have been much easier.rdquo; ?Lilian Vernon, Chairman and CEO, Lilian Vernon CorporationFrom the Back CoverThese days, we face no greater challenge in our personal and professional lives than organizing and managing our time. Now Julie Morgenstern, whose bestselling Organizing from the Inside Out has helped hundreds of thousands of people conquer the clutter in their lives, explains how to overcome the time challenge once and for all. Her groundbreaking from-the-inside-out approach helps you uncover your psychological strengths and stumbling blocks and create a time-management system that suits your individual needs. Let Julie show you how to-- identify your personal preferences and styles-- determine how long tasks really take -- eliminate, delegate, and streamline tasks-- stop procrastinating, once and for all-- put an end to chronic lateness-- put technology to work for you-- stick to your schedule while maintaining flexibility-- cope with the constancy of unexpected changeTime management is a skill that anyone can learn. Take control of your schedule, connect the activities of your daily life to your most important big-picture goals, and live the life of your dreams.About the AuthorJulie Morgenstern is a contributing editor to O Magazine, a frequent guest on many national television programs, and a popular speaker around the country. She lives in New York City with her daughters.