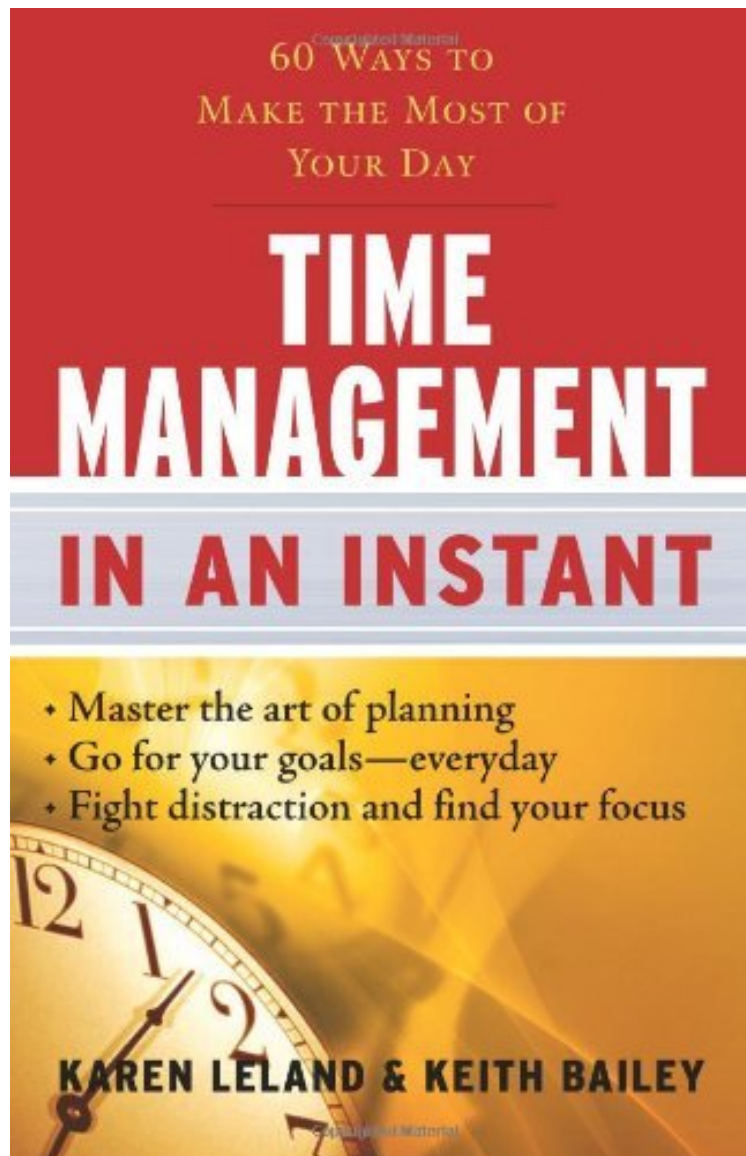


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## **Time Management In an Instant: 60 Ways to Make the Most of Your Day (In an Instant (Career Press))**

*Karen Leland, Keith Bailey*  
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*Time Management In An Instant* helps the reader overcome this feeling of overload and avoid the traps that lead to an unproductive relationship with time. It offers field-tested time habits and expert advice based on the latest research that will help the reader better manage, create, and spend their time with more satisfaction and results.

**From the Back Cover** The *In An Instant* series is a new brand of user-friendly, engaging, and practical reference guides on core business topics, which capitalizes on the authors' extensive experience and knowledge, as well as interviews they have conducted with leading business experts. Written in an upbeat and engaging style, the series presents 60 tips and techniques with anecdotes, examples, and exercises that the reader can immediately apply to make their work life more efficient, effective, and satisfying. **About the Author** Karen Leland and Keith Bailey are partners in Sterling Consulting Group and have co-authored *Customer Service For Dummies* and *Watercooler Wisdom*. Their consulting clients include Microsoft, American Express, ATT, Roche, Marriott Hotels, Oracle and Luftansa. They have been interviewed by Time, Newsweek, The New York Times, CNN, Fortune, Entrepreneur and Oprah.