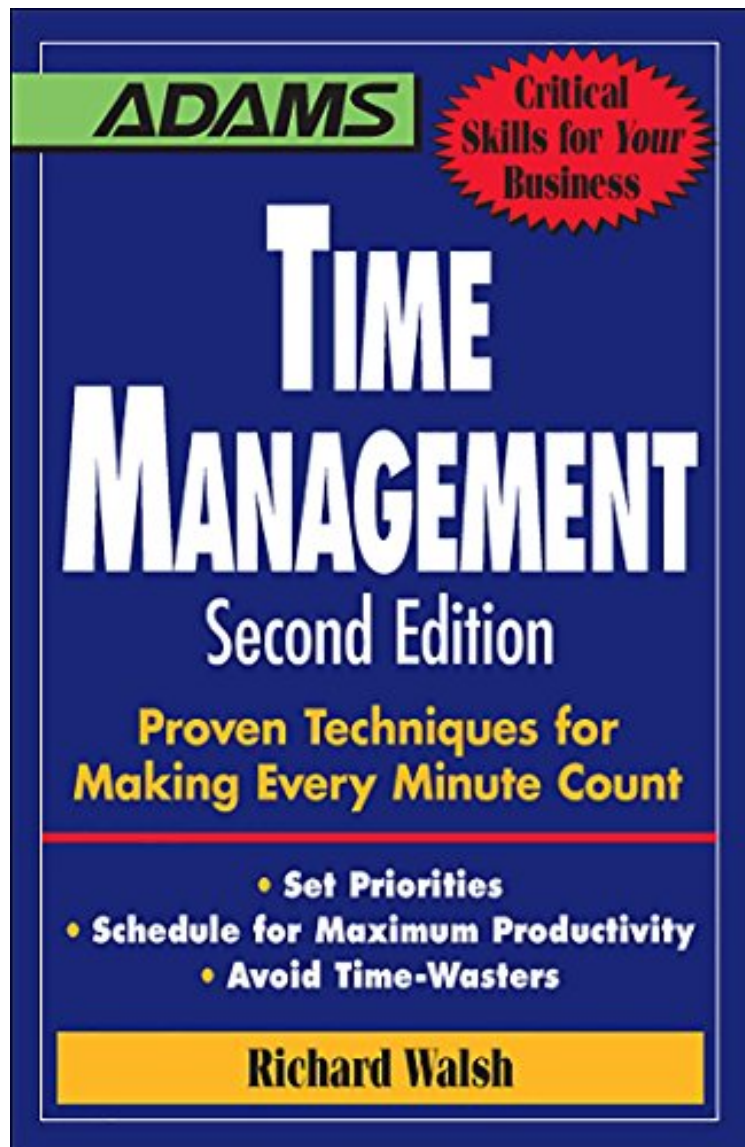


# Time Management: Proven Techniques for Making Every Minute Count

Richard Walsh

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Are you a slave to your to-do list? At the end of the day, is your list longer than when you started? Are you awash in a sea of sticky notes and memos? Stop! Instead of listing your important tasks, schedule them with a start time and end time. This will help you create a mini-plan for each task, and a workable, productive agenda for your day. This is just one tip from *Time Management, Second Edition*. And there's more—a lot more. You'll learn how to: Distinguish between the important and the urgent; Say "No" and avoid time-wasting tasks; Delegate for greater productivity; Communicate more effectively; Understand the many time-management software programs available; Cope with stress. This book provides both a framework for building a personal time philosophy and the real-world tips and techniques for becoming more efficient and productive. You have more time than you think. *Time Management, Second Edition* will help you find it. Richard Walsh is a publishing professional who specializes in career books. He edits the annual *National JobBank*. He lives in Boston.

About the Author  
Richard Walsh is a publishing professional who specialises in career books. He edits the annual *National JobBank*. He lives outside Boston, MA.