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Brian Tracy

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**Brian Tracy : Time Management (The Brian Tracy Success Library)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Management (The Brian Tracy Success Library):

3 of 3 people found the following review helpful. outstandingBy Michael DoyleThe practical steps to time management was revolutionary for me and my small business. I will revert back to it often. As a man subjected to the onslaught of social media, it is a challenge to turn off all the noise around me and be single minded. This book has given me the tools to succeed and to grow my business and revenues. Thank you3 of 3 people found the following review helpful. Timeless tips for Everyone!By D. OlsonMy daughter is a senior in college and she absolutely loved all the practical advice in this book. As she is getting ready to enter the workforce, she is certain to excel if she practices the simple truths in this book. In fact, this book is so "spot on" in its teachings, everyone from student to all ages of

adulthood could benefit from reading and re-reading it. Managing our time is so essential to our success, that we all squander it with senseless activities. This little gem absolutely resonated with me on so many levels. Highly recommend!!!!!!!!!!!!3 of 3 people found the following review helpful. Very disappointed considering I paid extra for a hard copy and ...By CustomerGet the kindle option!!! This book is so incredibly SMALL. I bought as a Christmas present for someone who has difficulty seeing small print. (ironic?) I assumed it would come the same size as our MUCH LARGER local library edition. Very disappointed considering I paid extra for a hard copy and the kindle is cheaper!

More than any other practice in your career, your ability to manage time will determine your success or failure. It's a simple equation. The better you use your time, the more you will accomplish, and the greater your rewards will be. This pocket-sized guide reveals 21 proven time management techniques you can use immediately to gain two or more productive hours every day. Featuring the strategies that business expert Brian Tracy has identified as the most effective and that he himself employs, this handy volume reveals how you can: **Handle endless interruptions, meetings, emails, and phone calls**; **Identify your key result areas**; **Allocate enough time for top priority responsibilities**; **Batch similar tasks to preserve focus and make the most of each minute**; **Overcome procrastination**; **Determine what to delegate and what to eliminate**; **Utilize Program Evaluation and Review Techniques to work back ward from the future...and ensure your most important goals are met**; **And more** Filled with Brian Tracy's trademark wisdom, this book will help you get more done, in less time;and with much less stress.

"The advice is simple and easy to follow...an effective and concise guide that outstandingly performs its purpose." -- San Francisco Book "Time Management is an easy read...a great tool for anyone looking to improve their time management skills." --Portland Book "...this small but powerful volume...cuts to the chase, dealing only in the most pertinent facts, tips, and guidelines without wasting the reader's time in the process." --PCB007 From the Back Cover More than anything else, your ability to manage time determines your success. It's simple: the better you use your time, the more you'll accomplish. This concise guide reveals 21 proven time management techniques you can use immediately to gain at least two productive hours each day. Featuring the strategies that achievement expert Brian Tracy has identified as the most effective, and that he himself employs, this handy volume reveals how you can: **Handle endless interruptions, meetings, emails, and phone calls** \* **Allocate enough time for top priorities** \* **Batch similar tasks to preserve focus** \* **Overcome procrastination** \* **Determine what to delegate** \* **Work backward from the future to ensure critical goals** About the Author BRIAN TRACY is the Chairman and CEO of Brian Tracy International and one of the top business speakers and authorities in the world today. He has consulted for more than 1,000 companies and addressed more than 5,000,000 people in 5,000 talks and seminars throughout the United States and more than 60 countries worldwide.