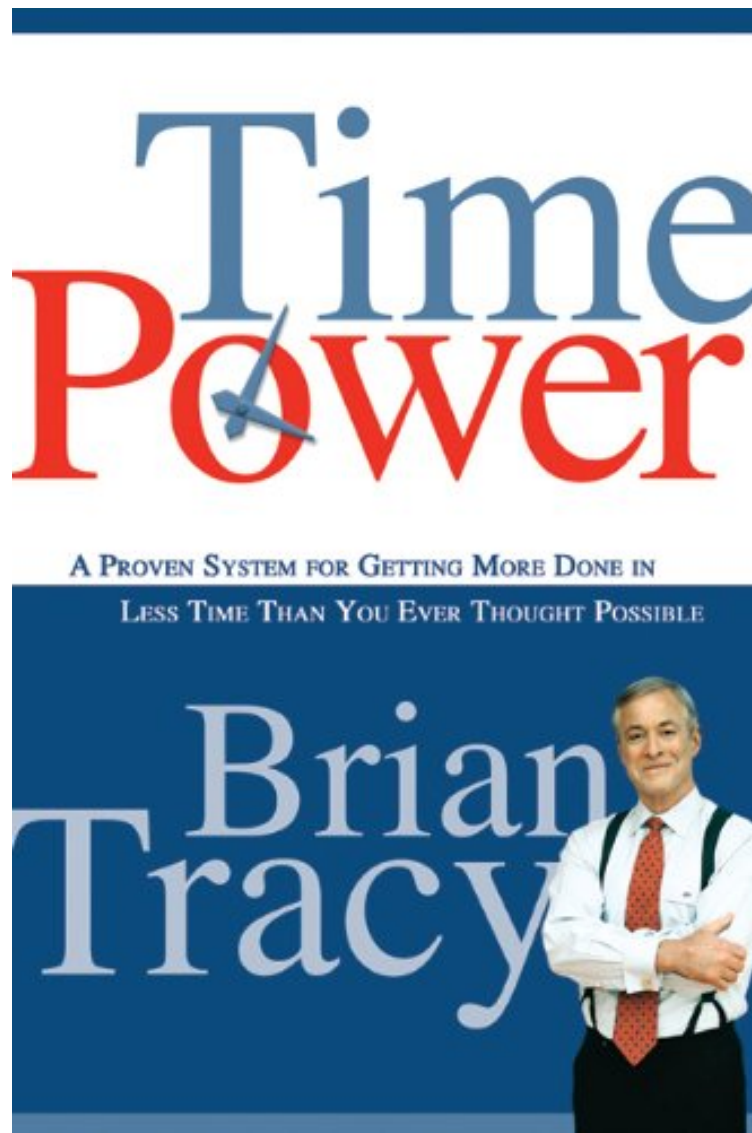


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Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible

Brian Tracy

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Brian Tracy : Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible:

1 of 1 people found the following review helpful. Time ManagementBy Celia BaulaI devoured the contents of this book - I finished it and intend to reread it. There are so many words of wisdom and practical advice to take away from

the book. Some of the things that I found helpful are (book excerpts):1) Make a clear, unequivocal decision to become absolutely excellent at the way you use your time, minute by minute, and hour by hour. - The book tells us how.2) Visualize yourself as highly efficient. Brian tells us that by mentally rehearsing that we are efficient, we are one step closer to our goal of being efficient.3) Good time management requires that you ask yourself the following questions: "What outputs are expected of me?" "What am I expected to produce?" "Why, exactly, am I on the payroll?"4) Work all the time you work. I love this advise. How many of us spend a part of our work day on wasted time?5) Plan every day in advance. I am trying this one out and so far it has great results, definitely more organized and prepared every day at work.If you are looking for practical ways to be better at time management and succeed, this is the book.0 of 0 people found the following review helpful. Lil outdatedBy Real ReviewIt speaks volumes but it seems outdated to me. the IT age moved so so fast and now were entering yet another age...0 of 0 people found the following review helpful. Great bookBy Robert BaileyThis is a surprise. I don't like the title, because I think it coversmuch more. But Tracy is a genius at pinpointing and fixing badhabits that raise productive levels and get results.Recommended.

One of the world's premier business consultants and personal success experts, Brian Tracy has devoted more than 25 years to studying the most powerful time management practices used by the most successful people in every arena. Now, in *Time Power*, Brian reveals his comprehensive system designed to help readers increase their productivity and income exponentially -- in just weeks! Filled with hundreds of powerful, proven tools and techniques, this book shows readers how to: * gain two more productive hours each day * make better decisions, faster! * set clear goals and focus on higher-value activities * manage multitask jobs more efficiently * overcome the people problems that can sap their time * use the five tools and techniques that will make them more productive for the rest of their lives * and much more! Overflowing with quick and effective time-saving strategies, Brian Tracy's *Time Power* lets readers in on the secrets to being more productive, earning more money, and getting more satisfaction from life.

From Publishers WeeklyBookstore shelves may be stuffed with time management tomes, but Tracy's stands out for its insistence that the desire to become more efficient doesn't always result in the necessary will to do so. Thus before bogging readers down with the necessary evils of time management—lists, lists and more lists—Tracy (*Victory!*; *Focal Point*; *The 100 Absolutely Unbreakable Laws of Business Success*), who has spent more than 20 years as a motivational consultant, builds enthusiasm for the task by showing how it extends beyond the office cubicle to create a successful and satisfying life. "You cannot even imagine a happy, fulfilled person whose life is in a state of disorganization and disarray," he writes. Assuming that readers don't have the time to camp in an armchair and mull over his advice, Tracy "chunks up" the book by using headings to subdivide chapters and peppering his prose with numbered lists, such as the "12 Proven Principles for Peak Performance" and the "16 Ways to Overcome Procrastination." On occasion, his motivational bent can be too bubbly, especially in the "action exercises" found at the end of each chapter: "Resolve today that you are going to work and practice until you become one of the most efficient, effective, and productive people in your field," or "Resolve today to dedicate yourself to lifelong learning; decide to pay any price, invest any amount of time required, to be the best at what you do." This book offers a smorgasbord of tools and tips for time management, but readers should pick judiciously from this buffet—lest they burn more hours planning how they'll manage their time than they actually save managing it. Copyright copy; Reed Business Information, a division of Reed Elsevier Inc. All rights reserved.From BooklistTracy, a consultant on personal and professional development, presents a comprehensive system designed to help us increase our productivity and income by taking control of our time. We learn that time management is really managing our lives, and it requires self-control, self-mastery, and self-discipline. Time is a scarce resource, and successful people value it, continually working to become more efficient and better organized. The author covers such topics as setting goals and objectives, establishing priorities, managing multitask jobs, overcoming procrastination, and saving time when dealing with others. His philosophy of time management includes a warning that the wrong job is a major waste of time; he also believes that one should admit mistakes and get on with one's life, adopt a long-term perspective, which will sharpen short-term decisions, and plan to retire at 75, which will be the norm for knowledge workers in the twenty-first century. Tracy has many thoughtful things to say, and while all of his ideas are not new, they are worth considering. We cannot be too successful at managing our lives. Mary WhaleyCopyright copy; American Library Association. All rights reserved "OfficePro: ""Whether yours;re a confirmed procrastinator and want to break the habit, wish to increase your productivity on the job, or simply would like to have enough time left over each day for activities outside of work, this book is a good starting point."" IEEE Electrical Insulation Magazine: ""The book is a quick read, so you don't need to devote a lot of reading time, and does have many useful suggestions for anyone wanting to get more done in the day. Now, you may not become CEO, but there are many good ideas in this book to help you better manage your time and your life.""