Time Management: The Ultimate Guide For Eliminating Procrastination, Organizing Your Day, And Achieving All Of Your Goals
Most of the time we feel that there isn't enough time in the day to get things done, and we start making excuses of the things we can't do because we're too busy. Most of the time, adjusting your schedule can make a huge difference. Procrastination takes a big hit on your time, and is something we must avoid. This book contains proven strategies on how to eliminate procrastination, organize your day, and achieve all of your goals. Remember the famous quote: "Do not put off for tomorrow what you can do today." We must effectively squeeze the life out of every day, and live it to the fullest. This means getting things done effectively in the shortest amount of time. Take action today, and discover the proven secrets that will help you make the most out of your day.

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Customer Reviews

So were you expecting this book to be a simple checklist that you follow mindlessly? If so, you'll probably never get your procrastination under control. What really makes the difference is a book like this. The author strikes at the core of time management which includes our fear, perfectionism, lack of confidence, etc. It then moves into our mindset. “Are we overestimating our abilities to get things done in 24 hours?” the author asks. Many of us are. These are the kinds of things this book delves into. Oh, and yes there are some super practical things like making lists, saying no to people, etc. What I disagree with the author on is over immediate vs long-term goals. I would rather focus on high leverage vs low leverage. For example, in 24 hours I could wash the car, walk the dog, eat lunch, and walk. Or I could attend an important business meeting to close a $1,000,000 deal. Clearly the high leverage business meeting is more important.
Procrastination is a problem when things need to get done, but aren't. Time Management is a book that comes to help. The book has helped me to set better and clearer goals and determining the causes for my own procrastination. Also, my daily schedule used to be non-existent or a mess before, but nowadays I have written down everything I need to accomplish daily. Short but informative, Time Management is a great book for a day's read towards better times in your life.

Many of us are guilty of frittering away our time by watching television, vegging out on the sofa, or just being lazy. This marvelous book helps you to pinpoint the time leakage in your life and to put a stop to it before it's too late. John Adams has done a great job in succinctly summing up ways to make the most out of the 24 hours in a day. Well worth the read!

I liked that the author went through most of the basics regarding time management and how to beat procrastination. This book is too basic if you are more experienced in planning your time and setting goals etc like I am. But a good book if you're starting out.

dr. this is a book which has taken my productivity to the next level. I have a strong routine and ritual that I follow everyday but this book has even given me little strategies to get more work done and I am already seeing the result. I can inform you that this book has given me the tools I needed to not even procrastinate for one second and move on to the next task to get it done. I can tell this is the book you will only need on productivity to take more action and to work smarter.

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Time Management: 16 Surefire Ways To Stop Procrastination And Double Productivity: End Procrastination and Be Productive With Time Management Skills and Tips
That Work Cleaning and Organizing: Cleaning and Organizing Ultimate Guide for your Home (Cleaning, Cleaning house, cleaning and organizing, cleaning clutter, cleaning tips)
Focus: The Practical Guide to Improving Your Mental Concentration, Killing Procrastination and Increasing Productivity (The ultimate guide to mental concentration, influence, time management)
Cleaning: All Natural Homemade Cleaning Recipes: A DIY Cleaning Guide to Safe, Environmentally Friendly Money-Saving Recipes: Aromatherapy, Clean, Organization, ... Organizing, Declutter, Organizing Book 1) Picking and Sticking with New Year's Resolutions beyond January (Inspiration, quick read):
On the road to your goals (New Year's Resolution, goals, organization)
The Mindfulness
Prescription for Adult ADHD: An 8-Step Program for Strengthening Attention, Managing Emotions, and Achieving Your Goals
Achieving the Single European Sky: Goals and Challenges (Aviation Law and Policy)
Eliminating Minor Stoppages on Automated Lines (Time-Tested Equipment Management Titles!)
The Daily Note Planner For Busy People: Make Use Of Your Time Effectively With This Easy To Follow Note Planning Guide (Note Taking, Time Management, Management ... Management For Dummies, Stress Reduction)
Superhuman Focus: How to Beat Procrastination, Manage Your Time, and Double Your Output
Superhuman Focus: How to Beat Procrastination, Manage Your Time, and Double Your Output - GET MORE DONE.
The 30 Day Novel Success Journal for Romance: Overcome Procrastination, Figure Out What Happens Next, and Get Your Novel Written (the Write Smarter, Not Harder series Book 2)
21 DAY FIX: 30 Top 21 DAY FIX RECIPES with complete container count PREP IN 15 MIN OR LESS (21 day fix recipes, 21 day fix cookbook, 21 day fix book)
Weekly Teacher Planner Template: Undated Lesson Plan Book For Teachers. 40 weeks,5 Day View 7 Periods, With Classroom Management, Goals, Substitute Teacher Info & Record Pages (Teaching Resources)
Php: Learn PHP In A DAY! - The Ultimate Crash Course to Learning the Basics of PHP In No Time (Learn PHP FAST - The Ultimate Crash Course to Learning ... of the PHP Programming Language In No Time)
ATKINS: Atkins Diet - A 14-Day Atkins Diet Plan For A Simple Start (A Guide To The Atkins Diet Plus A Diet Plan To Achieve Your Weight Loss Goals)
The Sustainability Handbook: The Complete Management Guide To Achieving Social, Economic and Environmental Responsibility (Environmental Law Institute)

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