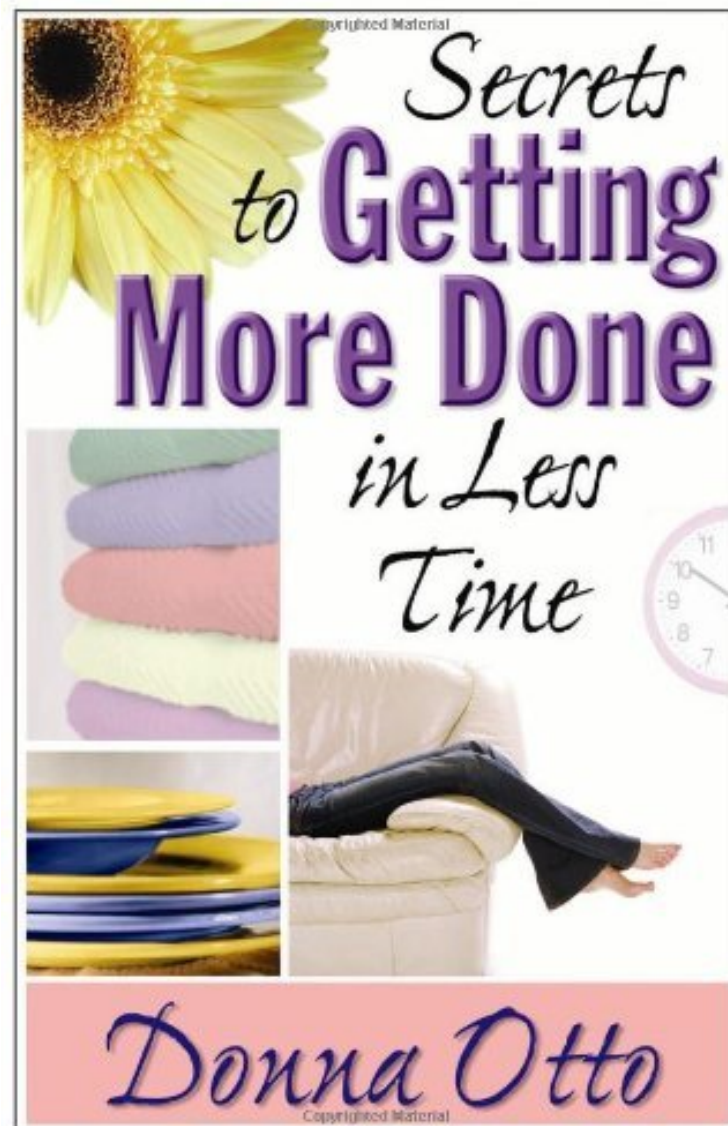


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Secrets to Getting More Done in Less Time

Donna Otto

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helpful. Excellent Book! By Amanda Sportsman This book is a must read for every woman. There are so many helpful tips and hints for all women.

Deadlines. Clutter. Unending responsibilities. These things and many others can overwhelm the daily experience of joyful living for most women. Now home and life management expert Donna Otto reveals how secrets of the trade will help readers get more done and have time left over. With Donna's proven methods and practices, the least organized or most overworked woman will discover easy ways to--master time and maximize it use personalized planners effectively involve the family so everybody benefits Handy forms, clever advice, relatable examples from Donna's life, and contagious enthusiasm make this a productive and inspirational read. Home owners, brides, stay-at-home moms, and women in the workforce will appreciate these easy steps to a better life. Formerly titled Get More Done in Less Time

"Let Donna's writing enter into your life and home. You will be so excited; you'll want to try all of her ideas for creating more time." About the Author Donna Otto, home and life management expert, is the author of several books, including Get More Done in Less Time, The Stay-at-Home Mom, and Finding a Mentor, Being a Mentor. She is the founder of Homemakers by Choice and speaks to women's groups across the nation. Donna and her husband, David, have a grown daughter, Anissa, and have been married for more than 30 years.