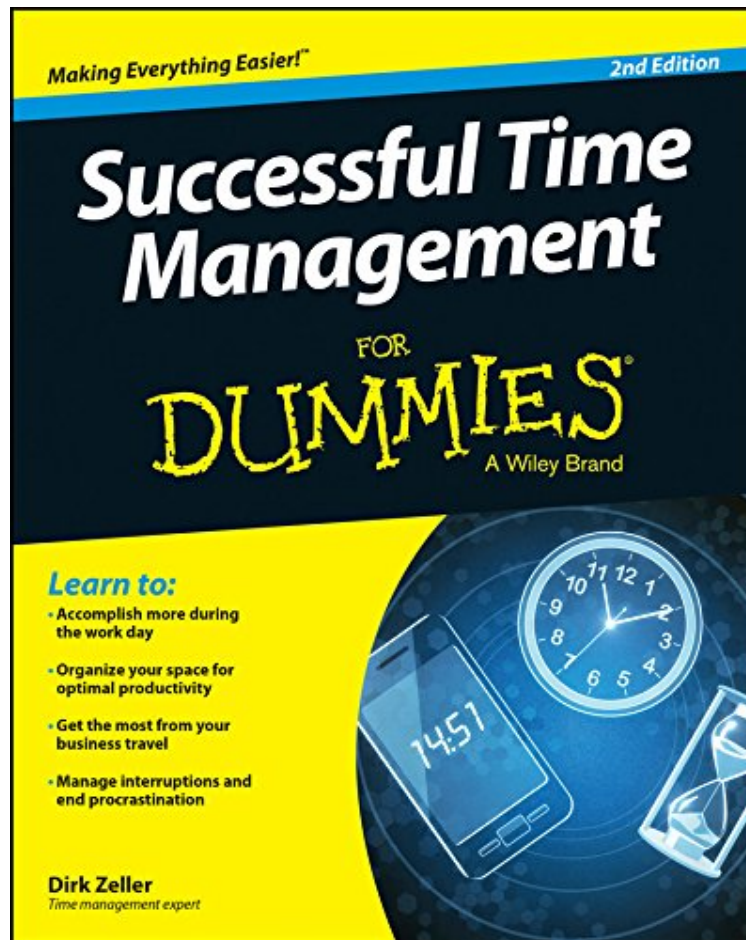


# Successful Time Management For Dummies

Dirk Zeller

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**Dirk Zeller : Successful Time Management For Dummies** before purchasing it in order to gage whether or not it would be worth my time, and all praised Successful Time Management For Dummies:

1 of 1 people found the following review helpful. Five StarsBy ShopperGood product, good service2 of 2 people found the following review helpful. Very good read.By Steven RobertsonAnyone who can work only 4 days a week and sell 150 homes on a yearly basis as did the authur, Dirk Zeller, when he was an active real estate agent, needs to be studied and followed. This book is for anyone and everyone looking to put structure in their time management goals. Very good read.3 of 3 people found the following review helpful. Updated but DisappointedBy KatyI read an older version of this book, and I was looking forward to reading the updated version. Unfortunately, I was quite disappointed. I found it to be vague and repetitive. I cannot recommend this book; I wish I hadn't spent money on it.

Incorporate effective time management and transform your life If you always feel like there's not enough time in the day to get everything accomplished, Successful Time Management For Dummies is the resource that can help change your workday and your life. Filled with insights into how the most successful people manage distractions, fight

procrastination, and optimize their workspace, this guide provides an in-depth look at the specific steps you can use to take back those precious hours and minutes to make more of your workday and your leisure time. Modern life is packed with commitments that take up time and energy. But by more effectively managing time and cutting out unnecessary and unproductive activities, you really can do more with less. In this complete guide to time management, you'll find out how to manage email effectively, cut down on meetings and optimize facetime, use technology wisely, maximize your effectiveness during travel, and much more. Find out how to accomplish more at work and in life, all in less time Organize your professional life and workspace for optimal productivity Learn to put an end to procrastination and successfully handle interruptions Get specific insights into time management in various functions, from administration professionals to executives If you're looking to take back your time and ramp up your productivity, *Successful Time Management For Dummies* is the resource to help get you there in a hurry.

From the Back Cover Incorporate effective time management and transform your life Feel like there's never enough time to get things done? This friendly guide can help change your work day and your life. Filled with practical tips on managing distractions, fighting procrastination, and optimizing your workspace, it offers you a tried-and-true roadmap for taking back precious hours to make the most of every minute of every day. Start simple; discover three keys to personal organization, put your goals on paper, and understand the value of your time; down to the minute Time is of the essence; focus your efforts, prioritize tasks, block your time, and set up and maintain a productive workspace To "e" or not to "e"; find out how to avoid the black hole of email, social media, and technology; and instead use them to optimize your time Person, interrupted; confront challenges to time management in every area of your life, from overcoming procrastination to defending your day from interruptions Different strokes; whether you're an administrator, executive, or anything in between, find advanced time management tips to help you make the most of the minutes in your day; and have people wondering just how you do it Open the book and find: Ways to overcome time-management obstacles Tips for working efficiently from a home office How to cope with a time-wasting boss The top time thieves; and how to avoid them Advice on coaching others to manage time effectively Guidance on using technology to fine-tune your organizational skills Time-efficient habits to incorporate today Learn to: Accomplish more during the work day Organize your space for optimal productivity Get the most from your business travel Manage interruptions and end procrastination About the Author Dirk Zeller is one of the world's most published authors on success, time management, productivity, sales, and life balance. He is the author of ten top-selling books, including *Telephone Sales For Dummies* and *Success as a Real Estate Agent For Dummies*.