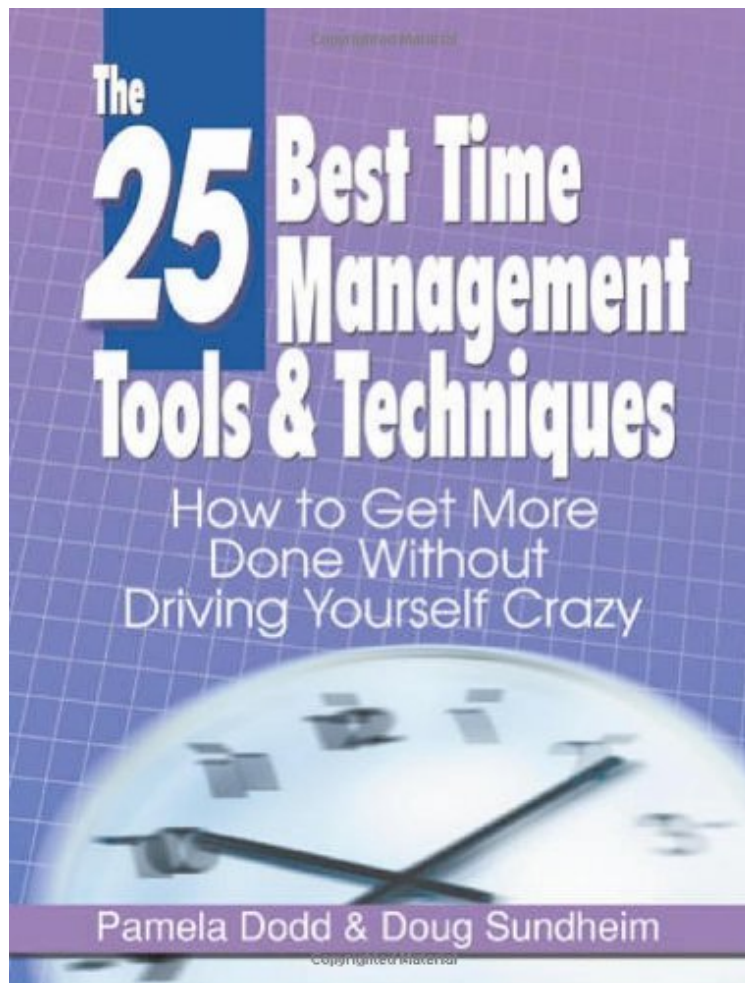


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## The 25 Best Time Management Tools Techniques: How to Get More Done Without Driving Yourself Crazy

*Pamela Dodd, Doug Sundheim*

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**Pamela Dodd, Doug Sundheim : The 25 Best Time Management Tools Techniques: How to Get More Done Without Driving Yourself Crazy** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The 25 Best Time Management Tools Techniques: How to Get More Done Without Driving Yourself Crazy:

16 of 16 people found the following review helpful. Great resource for the mildly disorganized By Concerned ShopperPros: The book is laid out into 25 chapters, and each one is no more than 4-5 pages in length, making it easy to glance over the Table of Contents, and read quickly through whatever interests you most. Each lesson is 'en pointe', and doesn't waste time with casual talk and yet is engaging and written with utmost clarity. The book is fairly thin, and can fit in a large purse or briefcase. It can be read straight through (as I'm doing) or you can bounce around. Cons:

After ordering the book online, I got an email telling me that the book would be delayed by delivery for 4-6 weeks, instead of the 1-3 weeks I expected initially. Fortunately, it arrived in 3 weeks, since it came back into stock. My Personal Thoughts: I like this book, because time management isn't exactly "pleasurable reading" for me. So, this is very quick dirty. Instead of reading the whole book, I am tackling each chapter at a time, and within a month of owning the book, I'm halfway through re-organizing the clutter in my apartment, and have created a "tickler" file at work, which has already made my life less stressful, and easier to get to work, and quickly get started on projects. I could see myself referring back to this book in the future for tips. ..Conclusion: Definitely a keeper, but you must come with your own motivation, otherwise it'll just collect dust on your shelf. 12 of 12 people found the following review helpful. A time saver By Charles Guerin The "Cliff's notes" of Time Management. I found the information was clear, concise and well presented. It's a good book to have on your desk as a reference when you feel yourself drifting into disorganization to motivate you to get back on track. The only thing is I felt like it was snippets with no real cohesion. You could read it thinking...well I could do this, and that, or this and that... but there was no clear philosophy to bring it all together. It's an excellent sampler of approaches, though...and as someone who has read many of the same books listed, I'd attest that the author's understanding and abbreviated versions of each of the time management techniques are spot-on. 0 of 0 people found the following review helpful. Five Stars By DMeck Time management boiled down to brass tacks. Simply effective.

A no-fluff, easy-to-read compilation of the best advice from the top 20 time management books. Recommendations cover five areas: Focus, Plan, Organize, Take Action, and Learn. Short chapters cover the A to Z of time management from finding out what time means to you to prioritizing, overcoming procrastination, and managing stress and well being. Read the book from start to finish or zero in on specific areas for improvement. The book includes a useful annotated bibliography and bonus sections on recommended books on being successful and how to buy books for much less.

Clear, focused, full of action-oriented suggestions. This is THE new management reference guide!! -- Andrea Nierenberg, author of Nonstop Networking, New York, NY Doug and Pam clearly spell out the foundations of success and take people exactly where they need to go. -- Michael J. Brathwaite, Executive Director, Business Network International for New York City, NY This book is contemporary, practical, and well researched. A priceless guide to smarter, better business and living. -- Alastair Rylatt, author of Winning the Knowledge Game, Sydney, Australia From the Publisher There are many reasons why this book won a "Fresh Voices of 2006" award from the Writer's Marketing Association. It's not only well-written; it also covers the broad topic of time management in a practical, useful way. If you've ever been confused about how to tackle your time management issues, this book can definitely help. About the Author Pamela Dodd is an organizational psychologist with leadership development experience in a Fortune 500 company. She has written about learning organizations for the American Society for Training and Development. Doug Sundheim is an executive coach with a background in business development in the advertising and consulting industries. An entrepreneur at heart, he started a 100-person catering service before he was 21. Pam and Doug are partners in Clarity Consulting Group Inc., based in New York City.