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More Time for You: A Powerful System to Organize Your Work and Get Things Done

Rosemary TATOR, Alesia LATSON
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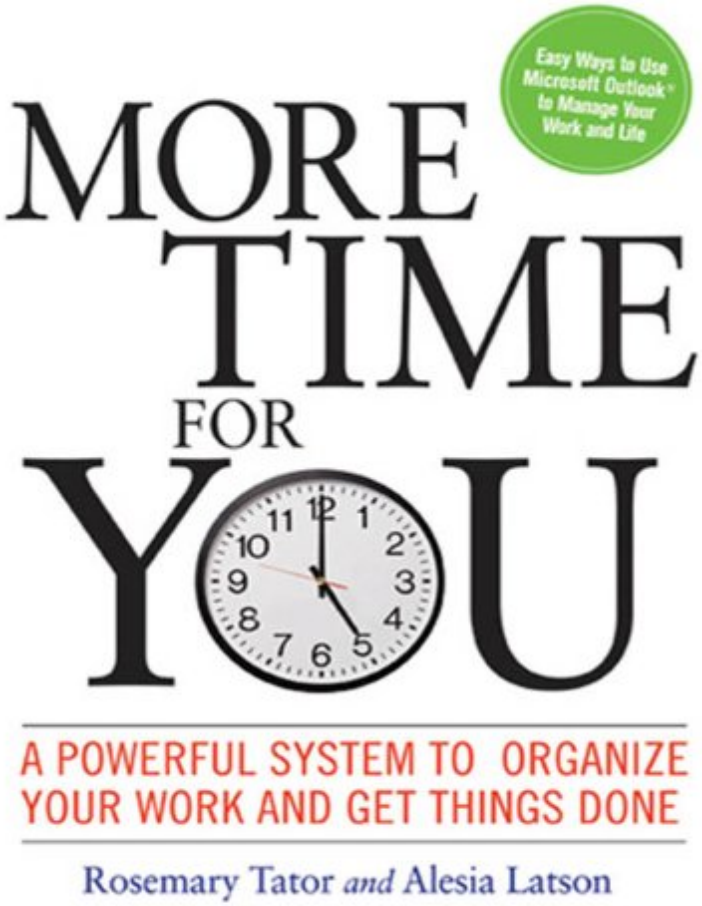

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with your time that help out a lot (don't multitask, structure your day, etc), but after the first few chapters it felt repeatative. For the price it is a steal, though.

If yoursquo;re overwhelmed and overworked, you donrsquo;t need sympathymdash;you need a powerful system for getting more done in less time. More Time for You shows you how to take advantage of todayrsquo;s most versatile and effective productivity enhancers mdash;mobile devices, online tools, and calendar softwaremdash;to become more organized and lead a less stressful life. The authors reveal their proven, practical approach for prioritizing, achieving goals, reducing stress, and increasing your capacity to do what matters most. The book shows you how to: Make better, faster decisions based on your priorities bull; Tame your inbox with easy and efficient e-mail triage techniques bull; Set up a calendar management and reminder system bull; Handle distractions and interruptions bull; Lose that nagging sense you are forgetting something bull; Maximize the benefits (and minimize the time sink) of social media Illustrated with screen shots from Microsoft Outlookreg;, the authorsrsquo; simple tips and step-by-step process make workplace organization a reality. Their upbeat tone and get-to-it approach make starting and sticking with the program easier than you'd ever imagine!

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