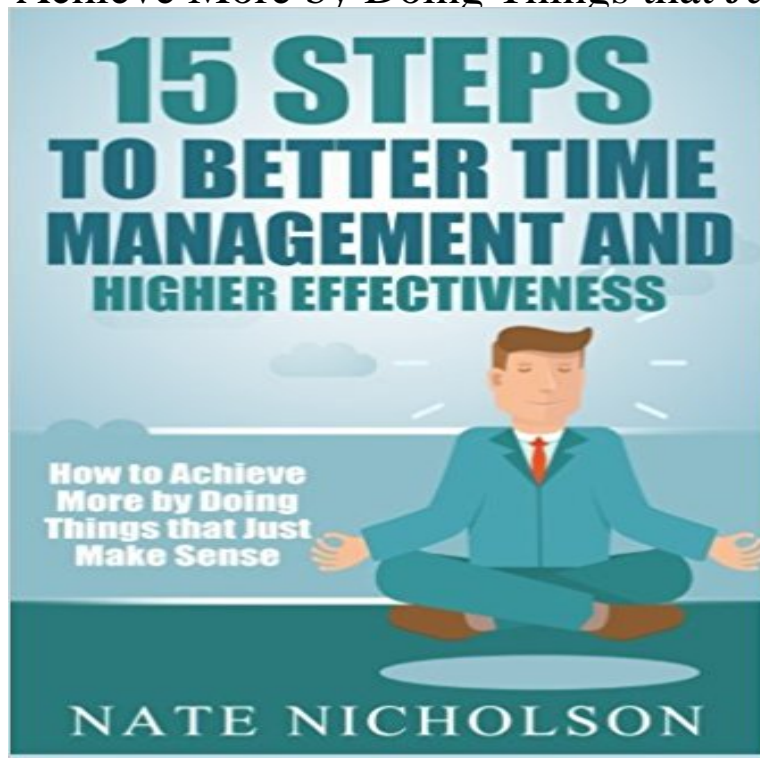


# 15 Steps to Better Time Management and Higher Effectiveness: How to Achieve More by Doing Things that Just Make Sense



15 Steps to Better Time Management and Higher Effectiveness Would you like to learn the best time management techniques and become a more effective person? If so, you'll find this book useful. 15 Steps to Better Time Management and Higher Effectiveness: How to Achieve More by Doing Things that Just Make Sense contains 15 key ways to become a more effective person. I write about the most powerful time management tips that will help you increase your productivity and achieve more while doing less. No fluff, just practical advice. Time Management Doesn't Have to Be Difficult It's easy to drown in the ocean of time management advice and never find out what is truly important and useful. My motivation to write this book was to provide a quick read that will help you make better decisions when managing your time and effectiveness at work. Consequently, you will get maximum value in minimum time. Here are just some of the things you will learn from the book: why you should focus on doing important things instead of doing more things how to use the 80/20 Principle and One Thing to become more effective why taking short breaks increases your effectiveness (it's scientifically proven) how to deal with procrastination by reducing the resistance how Parkinsons Law can help you halve the time you need to accomplish something how to find your magic hours and why they are so important to your effectiveness how to maximize your magic hours to become more productive why you should stop doing these tasks at home (unless you're okay wasting a few hours a week) why you should delegate as much as you can, even things you do quite well how to stop wasting your time when waiting (you can easily find a few more free hours a week this way) how your cluttered desk and computer affect your productivity in a negative way (and what to do about it) if you don't have it, your effectiveness will be

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