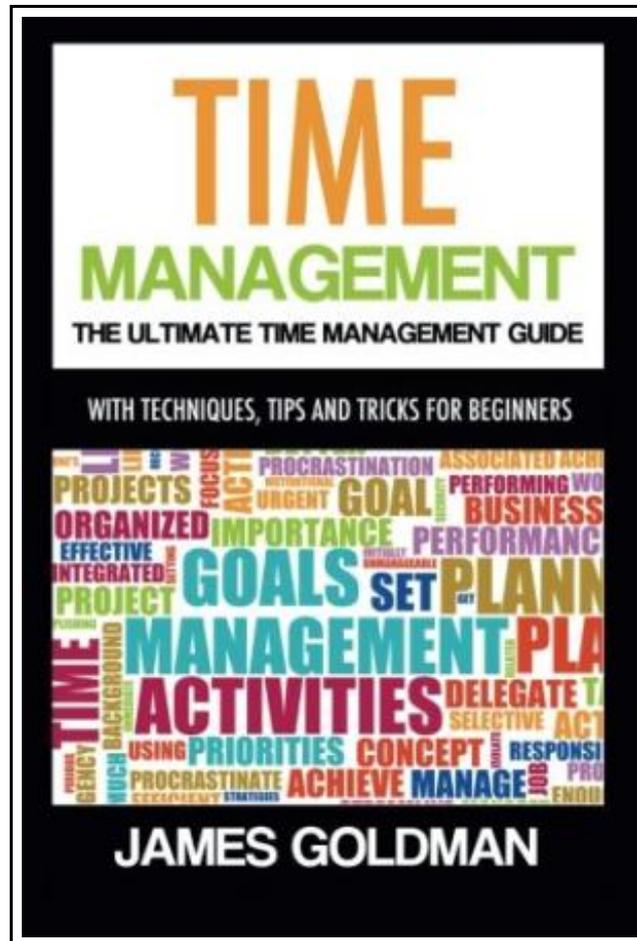


## Time Management: The Ultimate Time Management Guide (Paperback)



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Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Time is a currency we would all like to maximize. There are only 24 hours in a day. Eight hours (or less) go to sleeping, recharging for the onslaught of tasks that you must face in the morning. Another eight hours go to work, especially if you work regular shifts in an office. That leaves eight hours for you to eat three healthy meals, bathe, brush your teeth, travel back and forth from your house to the office, progress with paperwork or bills, read a book or spend time with your family. With so much to do every single day, a lot of us often find ourselves wishing for an extra hour or two. Why can't each day have 26 hours instead? A lot of us could use those crucial two hours to catch up on sleep or friends and family - especially after such a long, tiring day at work. It seems unfair and difficult to manage a 24-hour day, doesn't it? Well, the harsh truth of the matter is this: most of us simply don't know how to maximize time, how to get 26 hours of work and leisure done in a regular 24-hour day. Don't despair. While most of us have no clue when it comes to time management, there are certainly more ways than one to learn all about it. This is what successful people bank on - the truth that anyone learns to manage time efficiently, and squeeze an extra two hours of productivity into the usual 24-hour day. The fact that you are reading this book means that you are capable of thinking and concluding like those...



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