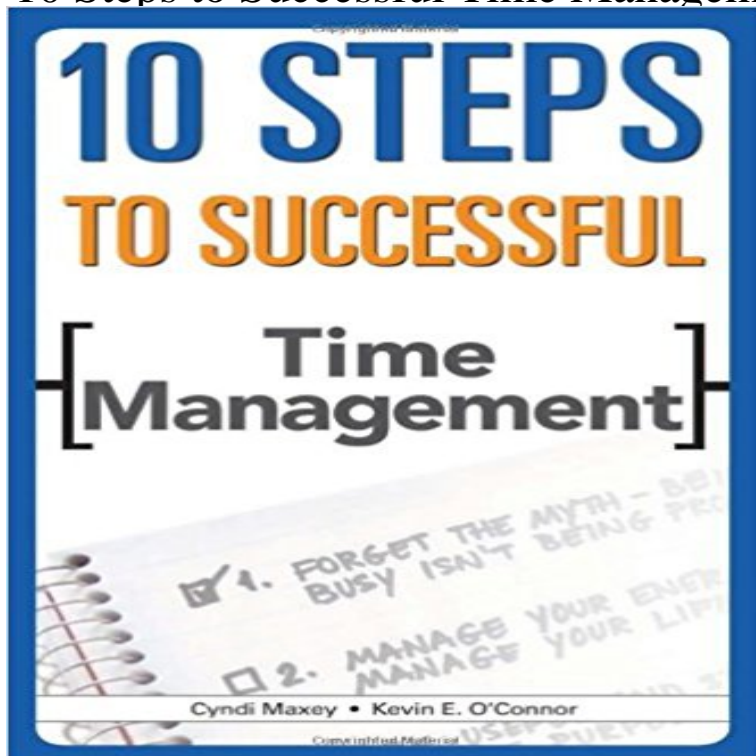


# 10 Steps to Successful Time Management



The funny thing about the phrase time management is that you can't really manage time. What you can do is manage yourself and your activities and thus save your life. Cyndi Maxey and Kevin E. O'Connor have written a book to help you do just that. If you're tired of scrambling frantically on the hamster wheel of life, maybe it's time you jumped off and learned to really manage your time and your life so that you are in control of your own destiny. After all, life is all about time: How you use it, whether it controls you (or vice versa), and whether you get what you want from it. The goal of this book is not to save you time (that can't be done, as you'll soon discover), but to save your life—the life you want to live while everything else is getting in your way. Although you'll certainly find plenty of techniques and tactics for managing time, the ultimate purpose of this book is to help you figure out what is most important to you personally and professionally, so that you can use your time wisely and productively. Whether you're a career development specialist, trainer, coach, talent management professional, or a manager who simply wants to learn more about time management, *10 Steps to Successful Time Management* can give you the tools you need to break out of unproductive patterns and take control of time and your life. You'll learn how important it is to break your addiction to activity and busy-ness, manage your energy and your focus, do the most important things first, create a task list that reflects your true priorities, use the magic of connection to work with others, change yourself so that you can change your actions and attitudes, contribute to your organization without being dominated by it. As you master the art of self-regulation, you'll find that you can control the parts of your life that can give you the results you want. And when you ask yourself "Who's in charge of my life?", you'll know that the answer is the

right one. Give yourself the chance to reclaim your life. Its about time!

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