



# Successful Time Management: Get More Out of Your Day

*Frank Atkinson*

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## **Successful Time Management: Get More Out of Your Day** Frank Atkinson

Most of us feel like we need more hours in the day to get everything done, and that we're always behind. But simple time management skills will reduce your stress and enable you to accomplish more, in less time. We show you how to gain control over your time efficiently and effectively. This straightforward, practical book includes techniques for daily and long term planning and how to work out what to do first. Crucially, we show you how to take control of your in-box and when it's okay to say no. We also demonstrate the most effective way to reduce & manage meetings, as well as how to make decisions without wasting time. This book will help you gain control of your time in your work and personal life \* Manage your emails and phone calls \* Balance short and long-term priorities \* Effectively delegate and manage workload \* Deal with disruptions in open plan offices



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