



Ten Time Management Choices That Can Change Your Life

Sandra Felton , Marsha Sims

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Get more out of every day! From goal setting, project management, and to-do lists to daily scheduling, creating new habits, and curing chronic lateness, this book will change busy readers' lives. Everyone from free-wheelers to perfectionists will love these solutions for both home and work.

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From Reader Review Ten Time Management Choices That Can Change Your Life for online ebook

Duane & Selena Pannell says

I actually received this book courtesy of a GoodReads Giveaway... thanks! My review only pertains to the content and has nothing to do with how I obtained it.

I have been really impressed with the value this book provides to anyone interested in becoming more disciplined in their personal and work lives. The chapters are concise with several suggestions for approaching different time issues (like procrastination & perfectionism, for example). These suggestions are as different as readers themselves, and I believe everyone will find something that will work for them personally.

I also enjoy the 'workbook' style that allows reader space to jot down notes as they read, so goal-setting is convenient and contained all within the book itself.

In short, this book is a well-written resource and when I read it again (and I will), I will use a highlighter so I can remember the many nuggets of wisdom scattered throughout.

Fullfaun says

lots of good ideas, 2 quotes at the beginning of each chapters wastes my time. I don't like useless quotes in books. ever since LIFE 101 book.

Deb says

retitled reprint of Organizing Your Day.

Lindsay Utz says

If one were to participate in the journaling/QA aspect of the book they may get more out of it. So many basic tips that could be considered common sense; but that did not detract from the book overall.

David Yamasaki says

It was a good book. The first half was especially helpful, but the second half was just okay. I especially liked the parts about prioritizing tasks, and about thinking of your day as an organized bookshelf. My time management has gotten a lot better since I started reading this book though, so it was worth it.

Janet says

I received this book through a GoodReads giveaway.

This book was very interesting. It had a conversational tone and lots of stories which helps the reader understand that there are so many reasons to feel time-crunched and disorganized. I can imagine this style may put people off who want to get stuff done and have quick answers but it is geared for both business and home so I understand the author's approach at keeping it light-hearted and positive rather than rigid and business-like.

There were many different strategies to try and lots of positive talk. Two in particular that I had never seen and will try are the quadrant-style to-do list and the hanging file system to remove paper piles. Also, I tried the technique of keeping a time log which helped me picture how my time is actually spent each day.

All-in-all this was a very insightful book.

Jessica Powell says

I'm sure this book could be really helpful for some people, but for me it was just a recap of all the same things I've ever heard about time management. It's also completely geared towards neurotypical, linear thinking people so as someone with ADHD, it's very not helpful and actually somewhat hurtful & harming in places. I came to the conclusion about halfway through that the best time management decision for me would be to not waste my time finishing the book!

If you're struggling with time management and have never really looked for help before, this book might be a good read. If you've already read a lot on the subject or if you have a brain that thinks "differently" (like I do), don't bother with this one.

Chris Lightfoot says

A good read. Some great tips which I've tried to incorporate into my everyday life. The second half was a bit hard work though - it dragged a bit for me.
