

# 1000 Best Quick and Easy Time-Saving Strategies

Jamie Novak

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**Jamie Novak : 1000 Best Quick and Easy Time-Saving Strategies** before purchasing it in order to gage whether or not it would be worth my time, and all praised 1000 Best Quick and Easy Time-Saving Strategies:

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Is there never enough time in the day?So many of us run around day after day in a whirlwind--rushed, behind schedule, overworked, stressed-out and short on patience. Every day is jam-packed with things to do--and not enough time to do them! If you struggle with fitting it all in, if every day feels like an uphill battle to get it all done, 1000 Best

Quick and Easy Time-Saving Strategies is the book is for you. Professional organizer Jamie Novak will show you how to:--Say "no" to new commitments without feeling guilty--Get the important things done--including taking care of YOU --Make handling paperwork a breeze and paying bills a snap!--Put an end to distractions that eat up your time--Get the most mileage out of your trips to the store and other errandsand so much more!With these 1,000 flexible time-management tips and down-to-earth ideas that actually work in the real world, you'll soon be on your way to conquering your schedule once and for all!

From the Back CoverIs there never enough time in the day ? So many of us run around day after day in a whirlwindorushed, behind schedule, overworked, stressed-out and short on patience. Every day is jam-packed with things to doand not enough time to do them! If you struggle with fitting it all in, if every day feels like an uphill battle to get it all done, this book is for you. Professional organizer Jamie Novak will show you how to: i Say inoi to new commitments without feeling guilty i Get the important things doneincluding taking care of YOU i Make handling paperwork a breeze and paying bills a snap! i Put an end to distractions that eat up your time i Get the most mileage out of your trips to the store and other errands and so much more!About the AuthorJamie Novak, author of 1000 Best Quick and Easy Organizing Secrets, is an expert Professional Organizer and Clutter Coach. She is a featured organizer on HGTV's Mission Organization and she has a product line debuting on QVC. Jamie's workshops and presentations have been given nationwide and she continues to be a highly sought after speaker and presenter. She lives in Scotch Plains, New Jersey.Excerpt. copy; Reprinted by permission. All rights reserved.Part One:Setting Up for Success Most of us can manage a new routine for a few days or even a few weeks. But soon that new routine is forgotten, and all too quickly we are back to our old ways. This usually happens for one of two reasons. One, you are not convinced of the payoff, so you lose interest. Or two, the new way is not easy, and since we are so busy, we desperately need easy. The good news is that all my solutions are easy, so that is not going to be an issue. But I also want you to be wildly excited about the payoff. By that I mean that I want you to be clear about why you want to make changes in how you manage time. Once you know why, it gets much easier to stick with new routines. The first thing we'll do is figure out what is not working for you, learn what is working for you, and determine why you want to make changes. Then we'll move on to the ten golden rules. All that will jump-start your success, and I want you to be successful! So let's get started together.