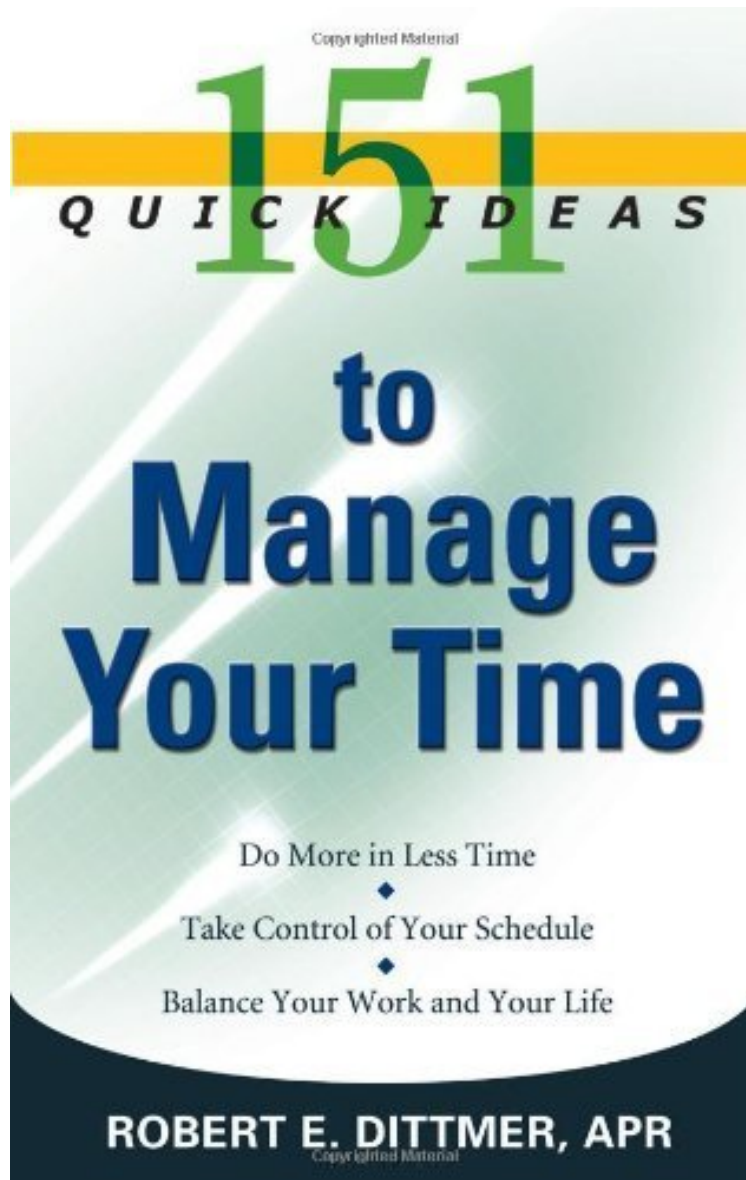


[Free download] 151 Quick Ideas to Manage Your Time

## 151 Quick Ideas to Manage Your Time

*Robert E. Dittmer*

*ePub | \*DOC | audiobook | ebooks | Download PDF*



[Download](#)

[Read Online](#)

#2055176 in eBooks 2006-09-15 2006-09-15 File Name: B001QPHNK8 | File size: 60.Mb

**Robert E. Dittmer : 151 Quick Ideas to Manage Your Time** before purchasing it in order to gage whether or not it would be worth my time, and all praised 151 Quick Ideas to Manage Your Time:

0 of 0 people found the following review helpful. book reviewBy Roger TkaczykThe book is an excellent tool for beginner supervisors who need additional ideas or help to become a better supervisor.Trust me when I say your employees and Employer will appreciate you having this knowledge, in some cases even your customers, depending on your line of work.0 of 0 people found the following review helpful. Five StarsBy Mardiros BalayanExcellent work

book, very easy to read and use on daily basis. 0 of 0 people found the following review helpful. Common Sense tips to help manage my time! By NC Regular Lady I had ordered this book because I had read some of it while browsing in a book store. The common sense tips are what I am seeking because my job involves a lot of multi-tasking. For example, the author suggests taking the last 30 min of the day to plan for the following day particularly for meetings. This way I am not scrambling to prepare for the meeting and project a much more organized presence.

Too many of us live our lives trying to shoehorn our many activities and responsibilities into too few time slots available. Increasingly for business people, fathers and mothers, even kids (ineffectively) managing the myriad of activities has become an all-consuming chore. And we're so stressed that our relationships and job performance suffer. Why? Because we organize our time and our lives poorly: We spend five years of our lives waiting in lines, three years in meetings, and two years playing telephone tag! We get interrupted 73 times per day, interfering with our productivity, and take an hour of work home every night, interfering with our family time. But we can solve these problems. This book presents 151 quick and easy ways to meet these challenges in our daily lives. Each idea comes from the real world experiences of people like you; people who are experimenting with, examining, and discovering unique solutions to the time problems all of us face every day. These tried and tested ideas work! And now they are available to you. Select those that fit your particular circumstance and try them out! Here are a few: Start Your Day the Night Before; Undercommit and Overdeliver; Organize Your Workspace; Block Contingency Time Every Day; Use Voice Mail as a Call Screener; Fight SPAM with an E-mail Blocker. Do more in less time, take control of your schedule, and create a new balance between your work and your family life. You'll be surprised at how easy it is to take charge of your time and increase your quality of life; day by day, hour by hour, minute by minute.

About the Author Robert E. Dittmer, APR, has spent 30 years in business and government service where he has seen almost every kind of time waster you can imagine. He has served as a Director of Media Relations for NATO and the U.S. Army and has owned and operated public relations agencies for more than 15 years, and has special expertise in emergency and crisis communication planning and execution. He currently is an accredited public relations consultant and faculty member with the Indiana University School of Journalism. He and his wife Sue live in Indianapolis, Indiana.