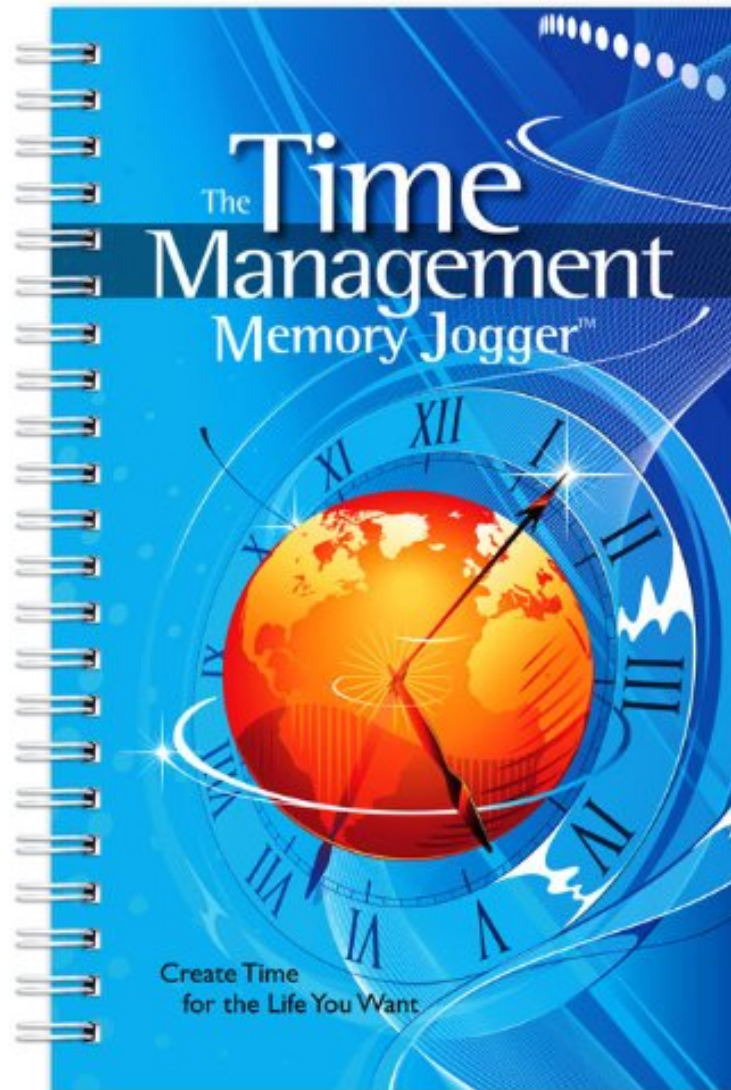


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## The Time Management Memory Jogger

*Peggy Duncan*

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**Peggy Duncan : The Time Management Memory Jogger** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Time Management Memory Jogger:

0 of 0 people found the following review helpful. Five StarsBy Karen DeaverAs expected.0 of 0 people found the following review helpful. Dense with informationBy D. ArnettEverything that is given in [many] far thicker books is summarized here. There's just so much of it: you can wade through these small pages and become slightly overwhelmed by the density of the information. It's orderly and concise and needs to be read a little bit at a time (not something that you skim through in an hour or even an afternoon.)0 of 0 people found the following review helpful. A

good method to organize your day! By Jose Ernesto Passos The sequence of steps recommended by the author is rational and feasible. The key points presented in the book are typical areas for improvement for most managers and office workers. It takes time and discipline to follow all the recommendations. My major comment is that the book is too small, if they printed it a little larger it would have less pages and would be faster and more comfortable to read. This is the reason I did not give it 5 stars.

The Time Management Memory Jogger- What would you like to have more time to do? Part of the best-selling Memory Jogger series, The Time Management Memory Jogger lets you work smarter and create time for the life you want. Spend less time working but get more done. Time management involves working on the right things (effectiveness) and doing them the best way (efficiency). Throughout this book, you will examine ways to improve how to get things done. Some changes will involve simple adjustments, while others will require more work upfront to lighten the load later on. The solutions in this book have been tried and tested in the real world with busy people just like you. To make them work for you, you have to make the commitment to stop the vicious cycle you're caught up in: the cycle of not having enough time because you're always wasting it. You have to make the time and take the time to do this. You'll get it all back and so much more! And unlike dieting or exercising, the results are immediate! Author, Peggy Duncan, shows you how to get organized so you can think more clearly; set goals and priorities so you can stay focused on the right things; streamline processes so you can eliminate useless work; and use the right technology so you can finish work quicker! Whatever you want to have more time to do, The Time Management Memory Jogger will help you every step of the way.

About the Author PEGGY DUNCAN is a combination professional organizer, project manager, and computer trainer. She uses this powerful set of skills to help busy people like you spend less time working but get more done. She's a personal productivity expert, speaker, trainer, consultant, coach, and author. Whether you need a conference speaker or someone to work with a small team, Peggy Duncan is your answer!