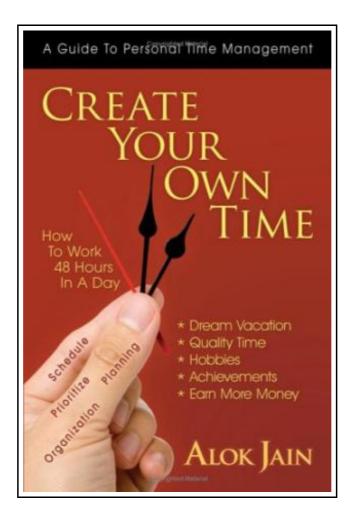
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AUTHORHOUSE, United States, 2008. Paperback. Book Condition: New. 2nd. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Create Your Own Time - How To Work 48 Hours In a Day Is a book about Personal Time Management: Using time effectively and efficiently in personal life, to achieve more. The book illustrates, through simple real life examples, how you can increase your efficiency by more than 200. This book is for anyone who wants to take advantage of the opportunities provided by life by controlling the time and thus creating ample time for oneself. This book explains the strategies and techniques you can use to save time in order to make an optimum use of time. The book also explains the importance of organizing and planning in personal time management. It illustrates the correlation between your self-control and time saving. The book depicts how you can control time by controlling your behavior. It also introduces you to basic concepts of time management and provides you with insight into how people waste time. The book contains hundreds of tips on how you can save time in daily chores and around the house. It deals with the time savings using computers, internet and technology. Some of the older books published a decade ago will fail to give you insight of how to use the technology to your advantage. Later chapters of this book give you some tips organized by the role of a person. Some roles discussed are moms, homemaker, working women, couples, teenagers and students. It also familiarizes you with some interesting ways in which you can utilize your time when you are waiting or traveling. Included in appendix are some sample check lists and other templates like To DO lists, travel checklist, party checklist...

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