



# Learn Time Management in 7 Days: Don't Take Your Time For Granted, It Goes Faster Than You Think

*Joe Allen, David Donaldson*

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## **Learn Time Management in 7 Days: Don't Take Your Time For Granted, It Goes Faster Than You Think** Joe Allen, David Donaldson

IF YOU WANT TO SAVE TIME!!! THIS BOOK IS FOR YOU!!! You will learn how to perfectly perform time management in 7 days!!! Learn and apply!!!

It's two days before that big meeting; you know the one, the one that your boss has been talking about nonstop for months. The one that is going to earn your company a multi-million dollar contract and maybe get you a big raise. The one you've been telling your boss you're working on. Well now it's two days before the deadline

... and you have nothing to present. When your boss first gave you the assignment you started working of course. The thrill of your boss trusting you with this big project made you jump right in. But after a few days it was shoved off to the side of your desk where it hasn't been touched since.

Now you're scrambling around trying to find all the information you need to create that amazing presentation that's going to wow your audience ... and you're coming up with nothing.

Time management is a very important skill in the business world. Without it you could end up just like this. That big assignment that you really wanted to pull off perfectly, that amazing presentation you were sure was going to get you a promotion, becomes a page of scrawled notes that makes your boss rethink ever giving you an assignment like this again.

With better time management skills you really could "wow" not just your boss, but everyone who sees you in action. Time management skills could get you noticed by the boss and they could easily get you to the top of the corporate ladder.

By reading "Learn Time Management in 7 Days: Don't Take Your Time For Granted, It Goes Faster Than You Think," you'll learn how to better use your day. You'll learn how to make the most out of every hour and how to complete, not only more work, but better work.

This book will teach you about:

Day 1: What You Need to Know

Day 2: What Comes First

Day 3: Pick Your Poison

Day 4: Where Does The Time Go?

Day 5: What Are Your Goals?

Day 6: Do You Have Too Much To Do?

Day 7: The End of the Line

Wait no more, read this book today! It's time to start looking further at what these skills are, how to learn them, and how to put them into practice.

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