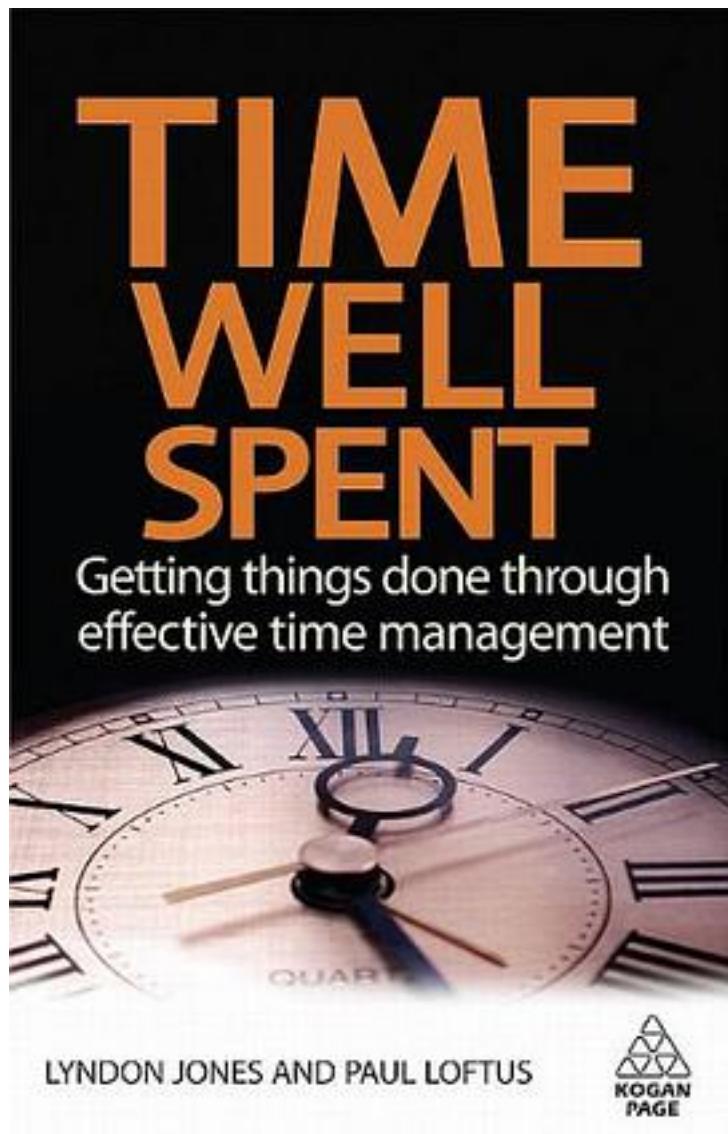


Time Well Spent



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It is possible to have an overwhelmingly busy life and job and still be productive. Organization and modification of major work habits can turn people into high-performing professionals with control over their work and life.

Time Well Spent teaches readers how to be efficient and accomplish more with less effort. It includes chapters on getting to know oneself better, avoiding procrastination, using and analyzing one's time, organizing one's workload and workplace, handling interruptions, making best use of information and technology, and delegating and conducting meetings effectively.

The authors' insights, practical everyday lessons and fascinating case studies will help readers approach life and work in an entirely different way, enabling them to take control and get more done.

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