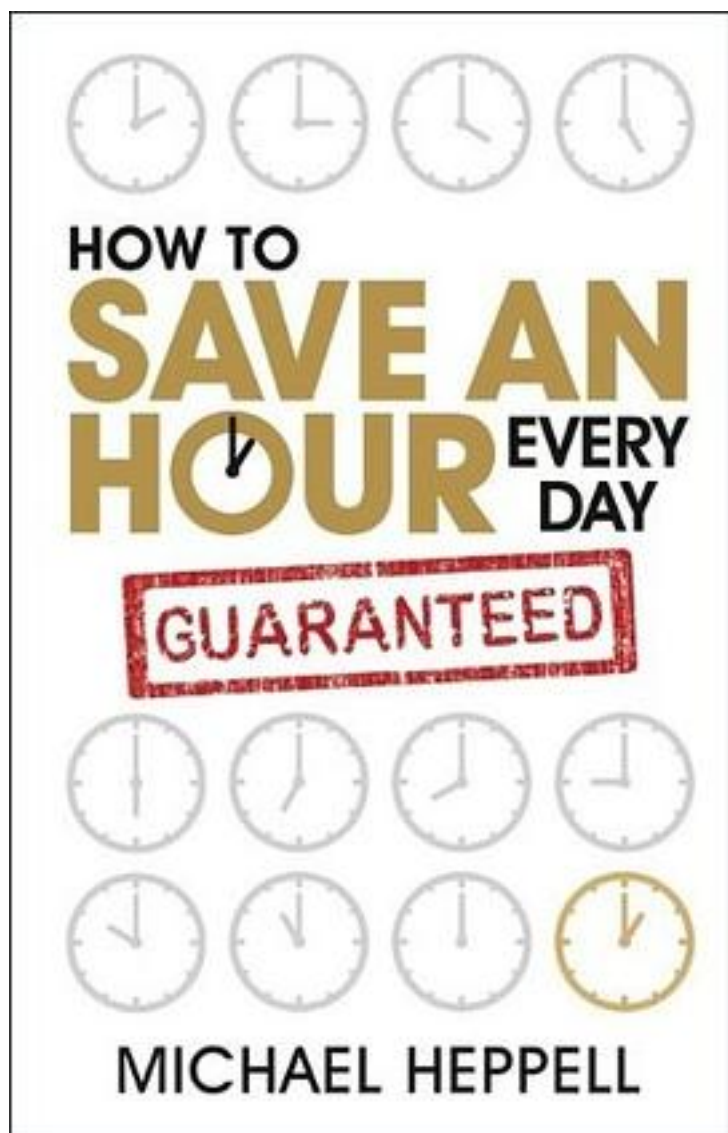


How to Save an Hour Every Day



[How to Save an Hour Every Day_下载链接1](#)

著者:Heppell, Michael

出版者:

出版时间:2011-4

装帧:

isbn:9780273745693

'I'm so certain this book will help you save an hour every day, I guarantee it. If you've read the book, put the ideas into action and yet somehow haven't saved that vital hour, I'll personally give you your money back.' Michael Heppell *How to Save an Hour Every Day* is the new book from Michael Heppell, author of the bestselling personal development hit of 2010 *Flip It*, described by DJ and TV presenter Chris Evans as "brilliant, simple, a joy to read!" and "the best personal development book I have ever read". Would you like an extra hour a day, every day of your life, to do whatever you want with? If this sounds like an impossible dream, then here's the good news: that extra hour really can be yours! This easy-read book is high impact and full of brilliant ideas, tactics and suggestions that are all designed to save you valuable time. If you are willing to invest just an hour of your time to read it, pick out the ideas that leap out to you and put them into action, you'll create extra time every single day in a way you wouldn't believe could be possible. Among other things you will: * overcome procrastination and make better, faster decisions * unearth hidden time for you time to do the important things * discover powerful new ways to organise your time and your life * find out how to deal with the deadly 'time sappers' * streamline and simplify absolutely everything you do both at work and in the home We're sure you'll find more time every day. What you do with it is up to you ...

作者介绍:

目录:

[How to Save an Hour Every Day_ 下载链接1](#)

标签

时间管理

Growth

English

2012

评论

这本书对于我的意义在于 从to do list tomorrow -> five must do list tomorrow; 从工作日节假日的时间划分变为自我日、关键日、事物日并且自我日永远是我首先要去规划留出时间来进行自我修复、充电、陪伴爱人家人、让自己开心的。对于办公室同事和生活中的朋友，怎么保证自己在规定时间内完成必做事项对他们的“打扰”（所谓时间窃贼）说不，作者也有给很实在的话术和行动建议。将工作内容按照自己的能力和喜好分为精通、尚可、勉强，如果都是自己精通的事情那多完美呀～尚可里头可以挑几件自己愿意去学习和加强的，勉强的事，如果能不做或交给专业的人，那么自己和组织的工作效率和满意度都会得到提高，让自己在自己觉得有价值并且能做好的地方变更厉害。书是好书，实践靠自己哦

[How to Save an Hour Every Day_下载链接1](#)

书评

[How to Save an Hour Every Day_下载链接1](#)