



# Effective Time Management

By Catherine Mattiske

Tpc - The Performance Company Pty Limited, United States, 2010. Paperback. Book Condition: New. 214 x 138 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Effective Time Management: Clear the Clutter and Focus on What s Important Effective Time Management combines self-study with realistic workplace activities to provide the key skills and techniques that allow you to manage your time more effectively. You will learn to do the things you have to do more efficiently, and generate more time for the things you want to do . You will learn tips, tricks and techniques to ensure a positive return on your investment in time, increasing success in both your work and personal life. Time is our most unique and valuable resource. We all have 24 hours in a day, 168 hours in a week, and we spend it at the same rate. Time management is about more than time - it is really about managing our lives. Effective Time Management will assist you to balance priorities, achieve more, be more efficient and learn to maximize minutes! Effective Time Management includes the Daily To Do List and the Weekly Planner, provided to you as free downloadable tools.



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