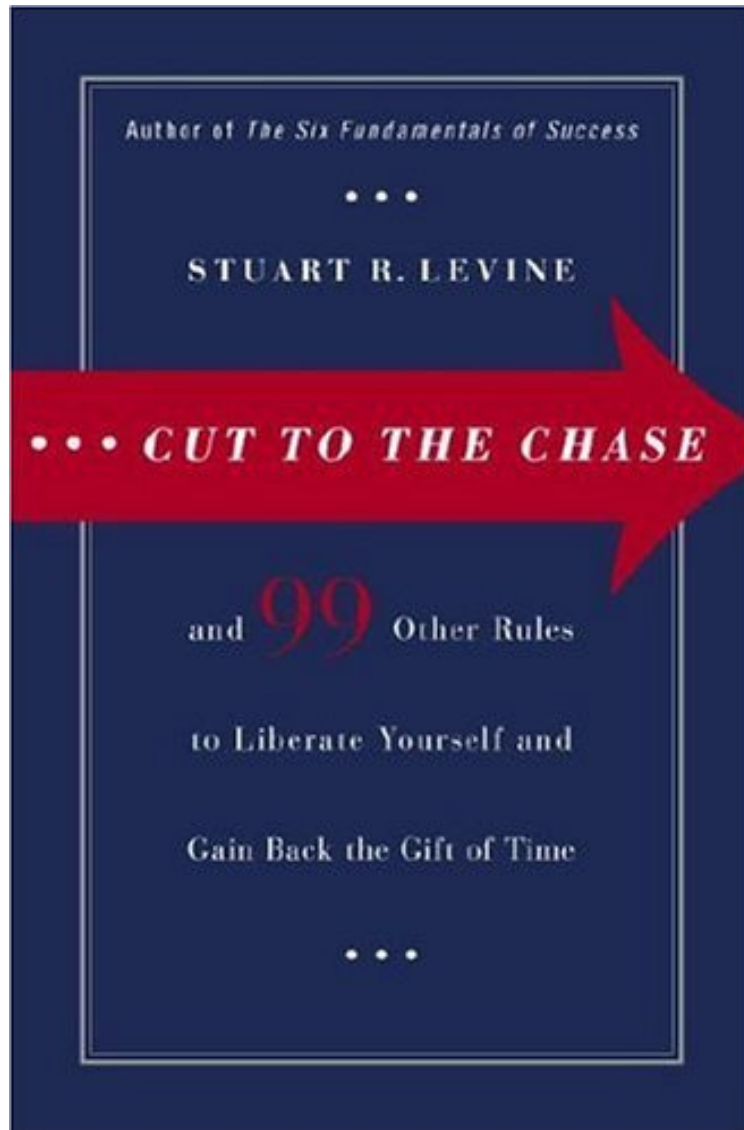


(Download) Cut to the Chase: and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time

Cut to the Chase: and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time

Stuart R. Levine

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DECIDE WHAT NOT TO DO# 46 TEACH PEOPLE HOW TO USE YOUR TIME# 97 TAKE BACK THE WEEKEND
In Cut to the Chase, bestselling author Stuart R. Levine reveals 100 no-nonsense rules on how to be more effective at work and make the best use of your most precious resource: your time. Just before CEO and consultant Stuart Levine appeared on the Today show to discuss his book The Six Fundamentals of Success, co-host Matt Lauer said to him, "You know what really drives me nuts? When people come into my office for a five-minute conversation and an hour later, they're still there! Why can't they cut to the chase?" Lauer's question echoed the concerns Levine has heard from business people and top executives at every level: How can I get more done? How can I stay focused? How can I condense my workday so that I can become more successful and still spend more time with the people I love? Levine's answer? By cutting to the chase. Successful individuals are the ones who make the best use of their time and energy. They approach each task with clarity, focus, and purpose. They prioritize. They don't allow others to waste their time. They understand the importance of refueling their batteries outside of work. In Cut to the Chase, Levine distills the expertise of hundreds of CEOs, leaders, and professionals into 100 concise, invaluable lessons about how to get to the point, stay on track, and be more successful in everything you do. In an age where we spend more hours at work than ever before, Cut to the Chase is the indispensable guide for taking control over your time so that you can lead a happier, more balanced life.

From Publishers Weekly
While everyone's heard the phrase, author and former CEO Levine (The Six Fundamentals of Success) contends that few really understand the power of his title. In more than 99 short but simple rules, Levine helps readers "speed up," "be direct," "meet smarter," "move forward" and "cut back," among other imperatives. Practicing what he preaches, Levine makes his points with concise, direct advice and short chapters: Levine backs Rule 78, "Weed out your reading pile," with a primer on developing a "core reading list"; in Rule 37, "Tell them if the baby is ugly," he demonstrates why readers shouldn't put criticism on the back burner; and he allows Rule 58, "Recognize when it's all been said," to speak for itself. In other areas, Levine provides snappy ways to deal with toxic coworkers, find more balance in work and home and confront all the distractions and time wasters of daily life. Though much of Levine's advice amounts to good common sense ("Look at the big picture"), and some to cliché ("Trust your gut"), Levine's breezy, humorous take makes these reminders genuinely memorable. Copyright copy; Reed Business Information, a division of Reed Elsevier Inc. All rights reserved. Praise for Cut to the Chase
"Invaluable leadership advice on how to become more effective and efficient!" —Edward D. Miller, former President and CEO, AXA Financial, Inc.
"This great book shows you how to work hard and get more done, so you'll have more time to spend on other things in your life, from family to friends to personal passions and outside interests. A vital message for everyone today." —Helene Fortunoff, former President, Fortunoff Fine Jewelry
"Cut to the Chase offers 100 very useful managerial ideas in compact, punchy form. It's terrific!" —Josh Weston, Honorary Chairman of the Board, Automatic Data Processing, Inc.
"If your goal is to be responsive to client needs, get desired results, and lead a more productive life, read this invaluable book." —Paul D. McKinnis, Senior Client Partner, Korn Ferry International
"Clear, concise, with a crucial message for anyone looking to succeed in business." —Richard Silverman, Vice Chairman Wealth Investment Management, Bank of America
Acclaim for Stuart R. Levine's Wall Street Journal Bestseller The Six Fundamentals of Success
"Can help anyone (regardless of their personal goals) navigate a successful career." —USA Today
About the Author
STUART R. LEVINE, former CEO of the Dale Carnegie Associates, Inc, is Chairman and CEO of Stuart Levine Associates LLC, a consulting and leadership development company. The author of the national bestseller #34;The Six Fundamentals of Success #34; and coauthor of the international bestseller #34;The Leader in You,#34; he has been profiled in the #34; New York Times, #34;the #34; Los Angeles Times,#34; and #34;USA TODAY,#34; and he has appeared on the #34;Today #34;show,#34;#34; CNN, CNBC, and PBS. He lives in New York with his wife, Harriet, and two children, Jesse and Elizabeth. Winner of several AudioFile Earphones Awards and a multiple finalist for the APA's prestigious Audie Award, Alan Sklar has narrated nearly two hundred audiobooks, including Black Hawk Down by Mark Bowden, The Kennedys: America's Emerald Kings by Thomas Maier, and The Looming Tower by Lawrence Wright. Named a Best Voice of 2009 by AudioFile magazine, his work has earned him a Booklist Editors' Choice Award (twice), a Publishers Weekly Listen-Up Award, and Audiobook of the Year by ForeWord magazine. The Dartmouth graduate's theatre credits include Hamlet, The Taming of the Shrew, The Seagull, and many modern roles. Alan has also narrated

thousands of corporate videos for clients such as NASA, Sikorsky Aircraft, IBM, Dannon, Pfizer, ATT, and SONY. For several years, he has been the spokesman for TracFone Wireless Co. and can often be seen and heard on TracFone radio and TV spots and infomercials. I am so pleased, as is my husband, to have found a narrator that holds our attention so well that we have come to compare every other narrator to him (you). So far we have found none with such a talent as yours. We very much plan to listen to as many of your works as we can find. ---Sandi King, a letter to Mr. Sklar