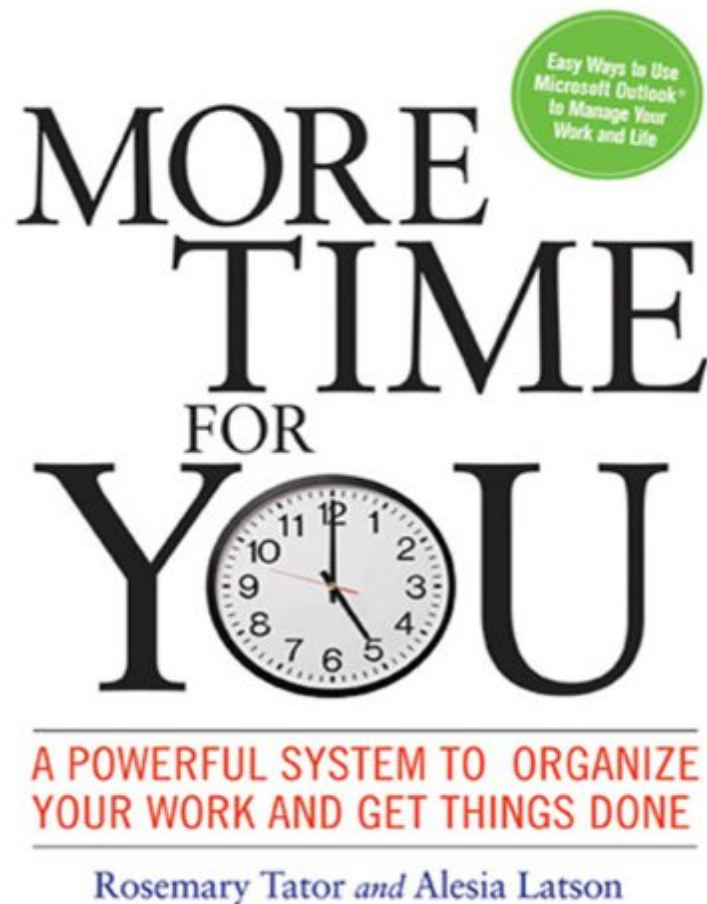


More Time for You: A Powerful System to Organize Your Work and Get Things Done

Rosemary TATOR, Alesia LATSON

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Michael Sedlack A lot of the book was using Microsoft Outlook. It sets up some nice ground rules for being efficient with your time that help out a lot (don't multitask, structure your day, etc), but after the first few chapters it felt repetitive. For the price it is a steal, though.

If you're overwhelmed and overworked, you don't need sympathy—you need a powerful system for getting more done in less time. *More Time for You* shows you how to take advantage of today's most versatile and effective productivity enhancers—mobile devices, online tools, and calendar software—to become more organized and lead a less stressful life. The authors reveal their proven, practical approach for prioritizing, achieving goals, reducing stress, and increasing your capacity to do what matters most. The book shows you how to: Make better, faster decisions based on your priorities; Tame your inbox with easy and efficient e-mail triage techniques; Set up a calendar management and reminder system; Handle distractions and interruptions; Lose that nagging sense you are forgetting something; Maximize the benefits (and minimize the time sink) of social media. Illustrated with screen shots from Microsoft Outlook, the authors' simple tips and step-by-step process make workplace organization a reality. Their upbeat tone and get-to-it approach make starting and sticking with the program easier than you'd ever imagine!

...a practical guide that gives readers a clear list of rules for increased efficiency; file the purchase of this book in your Do It Now folder. -- CareerDiva "... a great book... Read it." -- CEO blog From the Back Cover [T]he fast-paced world of work can be incredibly stressful. Read *More Time for You* and let the authors show you how to create more of what you need: time! -- Marshall Goldsmith, world-renowned executive coach and author of New York Times bestsellers, *Mojo* and *What Got You Here Won't Get You There* The authors share proven techniques, tools, and personal stories and present an efficient, well-organized approach to tame e-mail and leverage social media so you can achieve balance in your life. Invest your time to read and apply their techniques. -- Steve Thornley, SPHR; Leadership Organization Development Project Manager, Staples, Inc. Why does it seem like no matter how you try to organize your work and your life, you never get less busy? Why are so many "time savers" really just time drains? And most important, what can you do about it? *More Time for You* is the answer. This potentially life-changing book spells out a proven and powerful system to help you get and stay organized, prioritize responsibilities, get things done faster, and have more time away from the phone, e-mail, office, paperwork—whatever it is that's interfering with your productivity and your life. Written to help you make the most of productivity enhancers you probably already have, *More Time for You* will show you how to: Set up a calendar management system using Microsoft Outlook or similar applications; Triage your e-mail to maintain an empty mailbox; Abandon strategies that don't work, including the impossible "multitasking"; Handle (and even eliminate) distractions; Take full advantage of cell phones, smart phones, and other handhelds; Maximize the power (and minimize the time sink) of social media like Facebook, LinkedIn, and Twitter; Banish that nagging feeling that something is slipping through the cracks; Make better decisions based on quantifiable priorities. Add to your everyday technologies the tips, examples, screenshots, and real-life scenarios in *More Time for You*, and you've got everything you need to streamline your work—starting now! Rosemary Tator, as Principal Partner of 2beffectivetrade; LLC, through corporate training programs, webinars, and speaking engagements, provides her clients, including ATT, Eastman Kodak, IHS, DuPont, and major financial services companies, with increased individual and organizational effectiveness. Alesia Latson, as a consultant, facilitator, public speaker, and Principal of the Latson Leadership Group, advises and coaches executives around the world on expanding their management and leadership effectiveness. She has held management and organizational development roles in large financial services organizations, healthcare, and government. About the Author ROSEMARY TATOR (Dover, NH), as Principal Partner of 2beffectivetrade; LLC, helps clients increase effectiveness while reducing stress. ALESIA LATSON (Sharon, MA) as Principal of the Latson Leadership Group, helps executives at all levels to expand their management and leadership effectiveness.