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Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life

Julie Morgenstern

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A thoroughly updated and expanded edition of the definitive guide to managing and freeing up time

Applying the groundbreaking from-the-inside-out approach that made *Organizing from the Inside Out* a *New York Times b*estseller, Julie Morgenstern set a new standard for the time- management category. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs.

By applying her proven three-step program-Analyze, Strategize, Attack-and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all.

This revised edition delivers
- a new chapter about the WADE formula for getting started
- new time maps for people with irregular schedules
- new four-, eight-, and twelve-week program guides for improving time-management skills
- a fully updated resource guide

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