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You Can Manage Your Time Better: Change Your Thinking, Change Your Life

By Lucy MacDonald

Watkins Media. Paperback. Book Condition: new. BRAND NEW, You Can Manage Your Time Better: Change Your Thinking, Change Your Life, Lucy MacDonald, Everyday we struggle with time - haunted by undone to-do lists, ever-fuller inboxes and missed deadlines. Often, we are so busy over-thinking the past and worrying about the future, we forfeit our enjoyment of the present. You Can Manage Your Time Better shows you how to maximize your time, eliminate stress and reclaim your life. Stress and anger management specialist Lucy MacDonald shares her expert tips for coping with time-pressured situations - from handling meetings at work to helping children study with exams. With more than 25 simple step-by-step exercises that cover key life skills, you will be able to defeat procrastination, identify your values, de-clutter your admin, delegate tasks, have the confidence to say 'no' and find the optimum life-work balance. This practical and inspiring guide will enable you to find time for the things that really matter to you and make the most of every day. Effective time-management can positively affect your overall quality of life; poorly managed time can lead to feelings of frustration and stress; new addition to the You Can series offering tried...



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