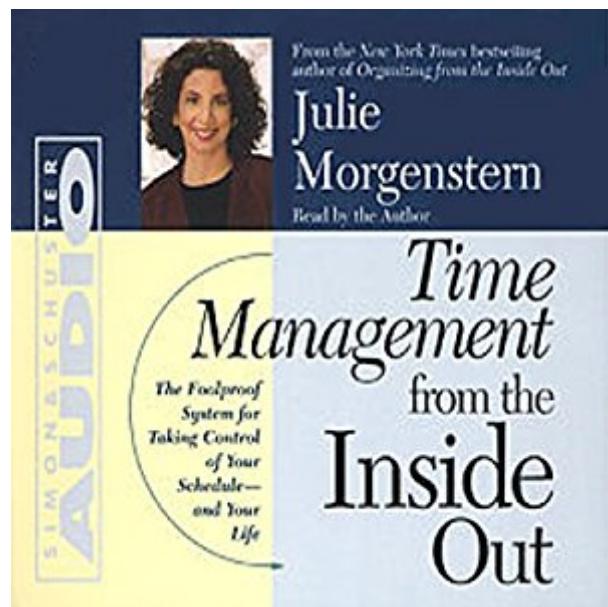


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# Time Management From The Inside Out



## Synopsis

These days, we face no greater challenge in our personal and professional lives than organizing and managing our time. Now Julie Morgenstern, whose best-selling *Organizing from the Inside Out* has helped hundreds of thousands of people conquer the clutter in their lives, explains how to overcome the time challenge once and for all. Her groundbreaking from-the-inside-out approach helps you uncover your psychological strengths and stumbling blocks and create a time-management system that suits your individual needs. Let Julie show you how to: identify your personal preferences and styles; determine how long tasks really take; eliminate, delegate, and streamline tasks; stop procrastinating, once and for all; put an end to chronic lateness; stick to your schedule while maintaining flexibility; cope with the constancy of unexpected change. Time management is a skill that anyone can learn. Take control of your schedule, connect the activities of your daily life to your most important big-picture goals, and live the life of your dreams.

## Book Information

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