



## The Complete Idiot's Guide to Managing Your Time (3rd Edition)

By Jeff Davidson

Alpha, 2001. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: I. THE BIG CLOCK IS TICKING. 1. The Overtime Epidemic: How to Nip It in the Bud. Staying Longer: Not the Answer. A Time-Pressured Decade. Part-timers, Students, and Homemakers Are Not Exempt. Day Is Done. Leave Now, Feel Good All Evening. Expect the Unexpected. 2. Strategies for Survival. Your Plan and Welcome to It. Cut a Deal with Yourself. Now It's Time to Say Goodnight. 3. Time Flies Whether You Want It to or Not. To a Long and Healthy Life. When Limits Help. The Time-Theft Culprit. Oblivion Starts Here. New Routines for New Perspectives. Jeff Davidson's Ten Steps to Kick Electronic Addiction. Easy Math for Reclaiming Your Time. Confusion Contusion. 4. Time-Binding Dilemmas That Can't Be Ignored. Nearly Everyone Is Feeling Time-Pressure. We Want Our Time Back! Knowledge by the Ton. The Hierarchy of Input. Drawing Upon Accumulated Knowledge and Wisdom. Choices Beyond Counting. The Weight of the World. Cheaper by the Billions. 5. A Crowded House. People, Roads, and Gridlock. Having to Wait. Time-Shifting 101. Shopping Secrets of the Unfrazzled. 6. Slowing the Pace of the Rat Race. Your Self-Esteem Is Beside...



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