



Make Every Minute Count: 750 Tips and Strategies That Will Revolutionize How You Manage Your Time

Ph.D. Harlan Lane, Christian Wayser

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Time! Who has enough of it? Make Every Minute Count is a practical straightforward guide to managing your life so you can spend more of it doing the things you enjoy. In more than 700 clear tips and strategies, it illustrates how to get and stay organized, how to do things efficiently or do two things at once, and how to reach professional and personal goals in the shortest time possible. Organized into sections devoted to business, communication, computers and the Internet, family, food, health, home, social life, transportation and travel, it is the perfect book for harried "new economy" executives, the busy parents, and overworked students. It also includes useful icons that highlight key themes grounded in the author's background in behavioral psychology

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