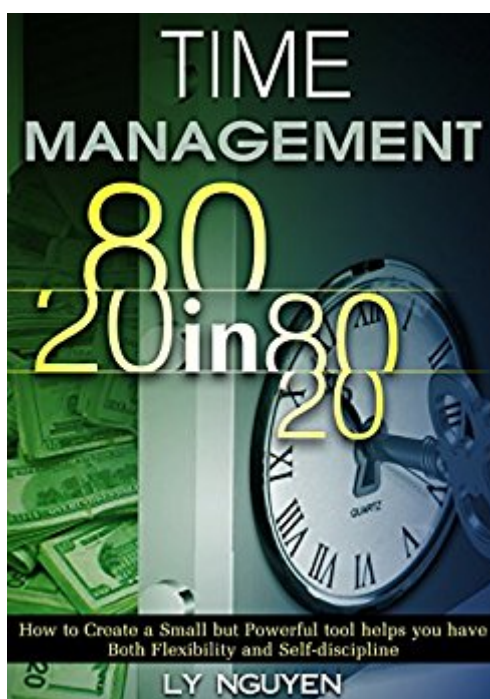


The book was found

Time Management: 80/20-in-80/20 - How To Create A Small But Powerful Tool Helps You Have Both Flexibility And Self-discipline



Synopsis

Time Management: 80/20-in-80/20How to Create a Small but Powerful Tool Helps You Have both Flexibility and Self-discipline- - - Free gift inside - - - This book does not cover every aspect about time management, itâ™™ only focus on:How to Create a Small but Powerful Tool which can help You Have Both Flexibility and Self-disciplineIn just 1 tool! Its name:80/20-in-80/20 sheetIf you comprehend the ideas of the process of creating this tool, you can acquire:Having a large prospect in the futureIdentifying exactly what your work is Getting everything was doneSaving your timeAvoiding distraction, procrastinationWriting a diary of short wordsAchieving your long-term goalImproving your creativityCurious? Youâ™™ soon know what the 80/20-in-80/20 sheet isâ |â | By scrolling to the top of the page and clicking the â ^orangeâ™™ button.

Book Information

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Customer Reviews

I've read a lot of books about time management. Most of them tried to cover everything about this subject and are not deep, just suit for the beginner. This book is really unique, different to the

others, it just tells about How to create a management tool. And of course, by just focusing on one aspect, he can make it detail, short and concise. It's really the kind of book I want to read. But, there are something needed to be modified, such as this tool the author listed here is not really like the 'time management' tool, it looks like a 'life management' tool. Therefore, if you're sick of shallow books about time management, you will want to read this book.

This was a really useful book! I really liked it - it was short and to the point, but once you read it you'll understand that simplification and doing less is really what time management is all about. This book does a great job of teaching you how to better manage your time, with examples and everything. Highly recommended!

Time is the most valuable thing in the world. If manage time properly, we can feel free and less stress. This bo create a small but powerful tool which is capable of making us both flexible and self-disciplined. Author has explained everything using his own real life experiences during his college days. Great inspiration so start time management today itself.

I really liked Nguyen's approach to time management. It was very concise and to the point, without getting bogged down in unnecessary details that only gunk up the works. And the time management sheet is awesome! I'll definitely be incorporating it into my future planning.

After reading this book, I have a feeling that the author has followed me. Every problem about time management I'm facing listed here. I've just started to manage my time for three months. I used a checklist to manage just one day every day as the author did before. At first, I was very motivated and patient to follow my checklist. But after two weeks, I gave up, just because of pressure that I created for myself. This book shows me the solution: Simplify and having a larger vision of what needed to be done. Just by simplification, I reduced the pressure affects to myself. And by having a larger view (in this book it says: "Having a prospect of 2 weeks). I feel more confident and calm than before, it's the feeling of I can manage my life. Therefore, this is a 'small but powerful' book about time management.

People, generally tend to pass things, when they are unlucky. Many here too might pass this book for another 80/20 (Which it is not). There are heavy take aways from this book. like, - A simple introduction on the basics of UNDERSTANDING where and how the change should begin-

Amazingly simple supply of words to make know what works - what worked- The meaning and scope of this mighty concept explained very crisply- Examples to suit the perspective- I recommend

I'm a freelancer. I'm usually busy and have the ton of works needed to be done. I've used Google Calendar to manage my works for a long time. It fit very well to me. After reading this book, I do not think that I should use his management tool. But, I follow some important ideas listed in this book and apply them to my own calendar, mainly using 2-5 words to describe the tasks. It helps me save more time and focus more

The author explained in the book: "When we start to manage our time, we are using the 80/20 rule in our life. To identify the most important work needed to be done, and focus on doing that to reduce the time of working. Then, we need to create one or a few tools to manage them. We use the 80/20 rule the second time to create and use the tools."Most of us just stop by the first using 80/20 rule: identify the works affect mostly the results, and focus on doing that to reduce the time of working. The left thing is equally important: Manage them in 80/20 rule - the second using. Itâ™s a deeper level of time management.

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