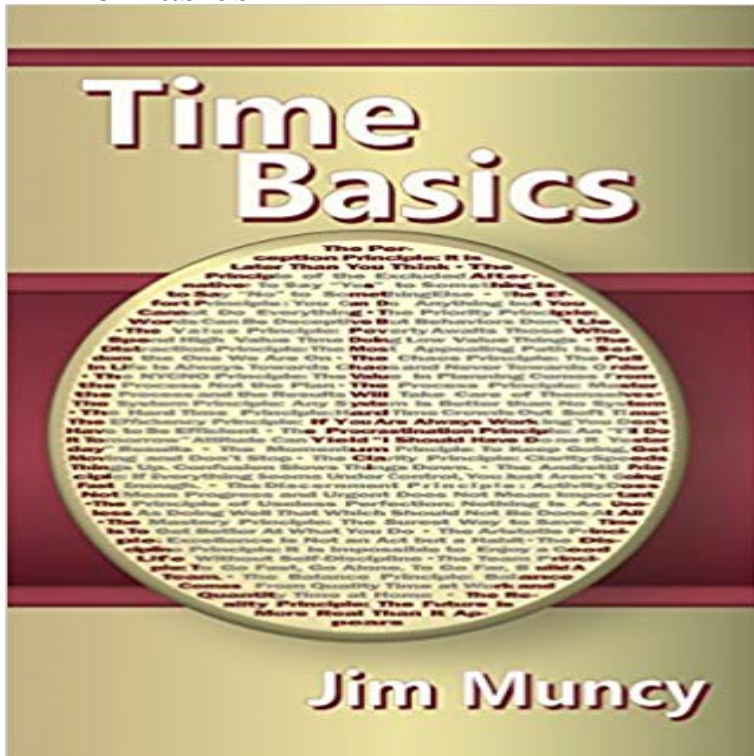


Time Basics



Jim Muncy has spent years learning what people need for success. When his department head at the university where he teaches asked him to develop a class that would really help prepare students for the business world, Dr. Muncy knew exactly what it would be. The biggest challenge our students face as they enter the business world is time management Dr. Muncy explains. Unless they quickly master the basics of time management, they will find themselves falling further and further behind in their careers. It can get worse. Soon they will start families and take on other responsibilities. They can quickly become buried unless they learn to balance all the demands on their time. Dr. Muncy explains how his approach to teaching time management evolved over the years. Originally, I took the same approach you will find in most time management books. I focused on technique. Then I learned that people weren't experiencing time challenges because they didn't have good time management systems. The problem was more basic than that. They never learned the basics of time management. Once his students learned the time basics, they started making huge improvements in how they managed their time. Dr. Muncy goes on to explain, It is like we try to teach people calculus before they learn basic math. When he started teaching the time basics, that's when he started seeing major changes in the lives of his students. In this book, Dr. Muncy gives you the information that has impacted so many people who have heard him speak or taken his class. He keeps time management very simple. He presents the basics in an easy to understand manner. At the same time, these basics have a profound impact on those who learn them. Time Basics is a must read for those who wish to get better control of their time so as to live a fuller life. Through learning the basics, anyone can make time their servant and not their master.

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