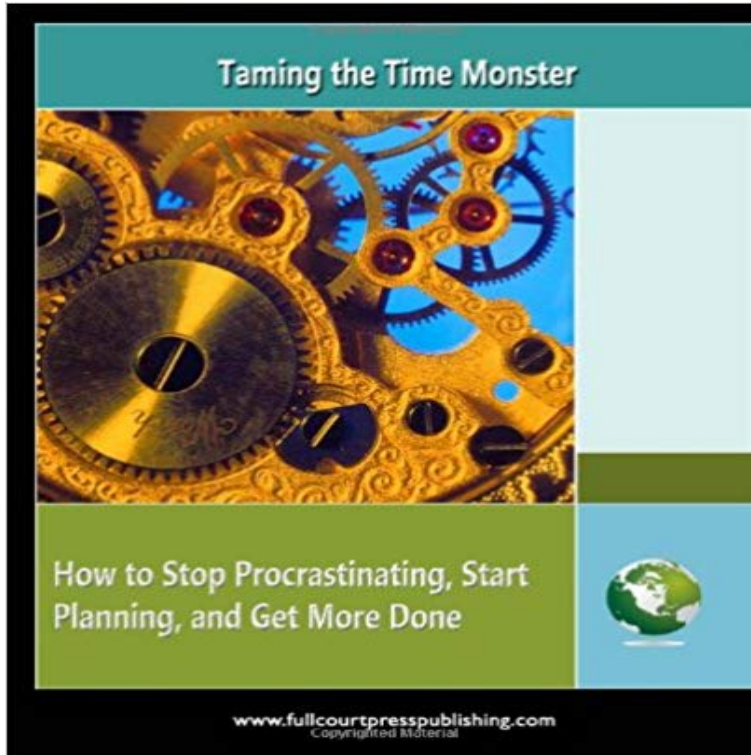


# Taming The Time Monster: How To Stop Procrastinating, Start Planning, And Get More Done



Getting the most out of a 24-hour day is a constant challenge in our busy world: a bottomless inbox, tons of email, millions of meetings, etc. Too much to do and not enough time to do it is a common problem many people face. This guide explains the fundamentals of time management: understanding the value of time, proven ways to get the most out of a day, how to balance work and home, techniques for eliminating time wasters, how to conquer procrastination, and more. While it can be used on its own, this book is best used for the first time as part of instructor-led training.

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