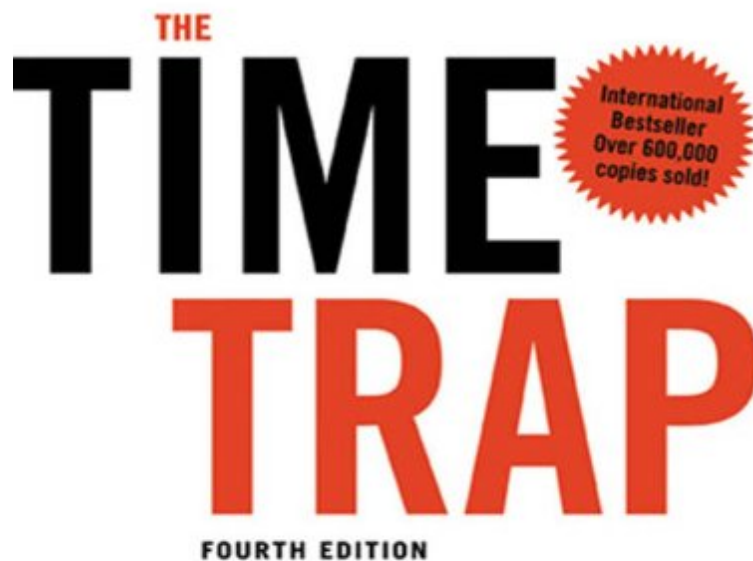
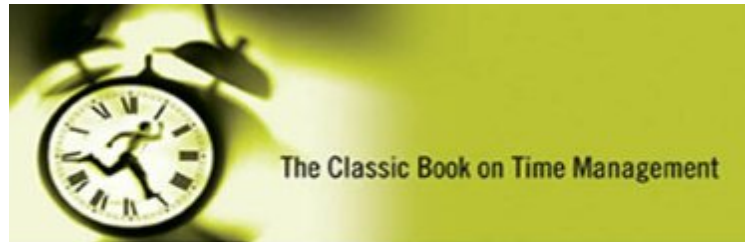


(Free read ebook) The Time Trap: The Classic Book on Time Management

## The Time Trap: The Classic Book on Time Management

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**Pat Nickerson, Alec Mackenzie : The Time Trap: The Classic Book on Time Management** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Time Trap: The Classic Book on Time Management:

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this is something that every business major should be handed as a survival guide in the corporate world. Even though it has been updated, it is still a little outdated. I was given this book to read, and was delighted to know that I am already doing several of these time saving tasks. I only wish I was given this when I first entered corporate America. I had to learn from several mistakes while swimming in the river of denial. This is a must read for any Corporate, high tech, or customer driven professional

One of the all-time bestselling books on time management, *The Time Trap* has shown countless readers how to squeeze the optimal efficiency and satisfaction out of their work day. Based on decades of research with businesspeople around the world, *The Time Trap* shows readers how to:

- avoid so-called "time savers" that don't really work
- set realistic goals and make commitments they can keep
- juggle multiple demands
- estimate time needed on new tasks
- pinpoint and combat the most tenacious time-wasters
- protect their priorities
- upgrade personal productivity for professional success

Filled with smart tactics, revealing interviews, and handy time management tools, the fourth edition has been extensively revised to include technology-based solutions to the challenges and opportunities we all face in the virtual world. For those who feel swamped by work and overwhelmed by information, this is the proven guide they need to get everything under control.

Since it was first published, *The Time Trap*, by internationally known authority Alec Mackenzie, has indeed become *The Classic Book on Time Management*, as proclaimed in its subtitle. Based on the theory that self-management is the key to handling the time crunch that we all face, it focuses primarily on Mackenzie's 20 biggest time wasters, such as telephone interruptions, the inability to say "no," and personal disorganization, and offers clear step-by-step ways to combat them. The updated third edition also includes information on time problems caused by technology, downsizing, and self-employment. "Alec Mackenzie provides an invaluable tool to anyone who wants to become more efficient." --Eleanor Brantley Schwartz, chancellor, University of Missouri-Kansas City

From the Back Cover: Suffering from information overload? Being asked to do too much? Can't say no? If you're finding your days clogged with endless activities and responsibilities and your work life spinning out of control, it's time to employ some practical, realistic solutions to the age-old problem of "too much to do and too little time." This new fourth edition of the classic book on time management gives you more powerful methods for both maximizing efficiency and getting the most satisfaction out of your workday. In *The Time Trap* you'll find out how to:

- Avoid so-called "time savers" that don't really work.
- Set realistic goals and make commitments you can keep.
- Juggle multiple demands.
- Accurately estimate time needed on new tasks.
- Pinpoint and combat the most tenacious time-wasters.
- Protect your priorities.

Based on decades of research and interviews with businesspeople around the world and extensively revised to include technology-based solutions to the challenges we all face in the virtual world, *The Time Trap* is loaded with smart tactics and priceless time management tools. Let this proven guide boost your personal productivity and professional success when time is not on your side. Praise for Previous Editions of *The Time Trap*:

- "Alec Mackenzie provides an invaluable tool to anyone who wants to become more efficient. Here is a concise guide to the causes of poor time management, with both clear and creative methods for eliminating them." --Eleanor Brantley Schwartz, Chancellor, University of Missouri-Kansas City
- "This edition is Dr. Alec Mackenzie's best *Time Trap* book yet. He really understands the time traps that befall us all, and he provides answers that will make our lives more fruitful with less stress. I am delighted to be counted as a 'disciple' of his wisdom." --Jim Van Houten, General Manager, Massachusetts Mutual Life Insurance Co.

Alec Mackenzie was an internationally known speaker, consultant, and expert on time management. Pat Nickerson, President of EBI Inc., San Diego, is the author of *Managing Multiple Bosses*. Her seminars on time and priority management have attracted 180,000 managers and professionals in business, government, and military worldwide.