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Make Every Second Count: Time Management Tips and Techniques for More Success With Less Stress

Robert Bly

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Time Management
Tips and Techniques for
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Robert Bly : Make Every Second Count: Time Management Tips and Techniques for More Success With Less Stress before purchasing it in order to gage whether or not it would be worth my time, and all praised Make Every Second Count: Time Management Tips and Techniques for More Success With Less Stress:

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yet, how about a full time copywriter who has written over 80 books in his spare time? Clear, practical, and very good points about how to become more efficient with your time. Plenty of other great bits of information and quotes as well. Easy to Read. 1 of 1 people found the following review helpful. Extremely Helpful By FD Cello Robert Bly has put this book together after a highly successful business career. From his years of experience he has distilled the most effective elements of time management, work-place setup, and other potential stumbling blocks and is sharing this wisdom with the rest of us. I've found it very helpful and return to it frequently for reference. 0 of 0 people found the following review helpful. Five Stars By D.L. Another great business book by Robert Bly.

Make Every Second Count goes beyond the usual time-management books to bring you a broad range of strategies and tactics dozens of proven methods to get more done in less time. You'll discover how to maximize your time by setting priorities, create useful schedules, and overcome procrastination, how to boost your energy level and productivity with proper diet, exercise, and sleep. You'll also learn how using the latest technology can enable you to manage information and communicate more effectively and efficiently. Make Every Second Count will show you: How to eliminate bad habits and unnecessary activities that slow you down. The painless way to handle paperwork. How to master the art of saying no. The three types of to-do lists every person should keep. Make Every Second Count also contains time-tested advice on goal setting, business travel, social networking, mobile technology, planning systems, and time management in the home.

"Robert W. Bly's helpful, amusing and slim volume is jam-packed with wisdom and plenty of tips to help you organize, manage your time better, cure procrastination and increase your productivity." --Rolf Dobelli, GetAbstract.com
About the Author Robert W. Bly is a freelance copywriter specializing in direct marketing. McGraw-Hill calls Bob Bly "America's top copywriter"; and he was voted Copywriter of the Year by AWAI. Bob is the author of more than 75 books. His articles have appeared in many publications, including Target Marketing, The Writer, Cosmopolitan, and Amtrak Express. His online newsletter, The Direct Response Letter, has more than 50,000 subscribers. Bob lives in River Vale, New Jersey, with his wife and two children.