



# Effective Time Management In a Day For Dummies

*Dirk Zeller*

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# Effective Time Management In a Day For Dummies

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**Effective Time Management In a Day For Dummies** Dirk Zeller

**Get the know-how to manage your time effectively—in a day!**

*Effective Time Management In a Day For Dummies* helps you to effectively set up a time management system to regain control of your days and responsibilities. It showcases the importance of maximizing effectiveness and reveals why (and how) time management is the key to organizing hectic lives.

- Focusing efforts and blocking your time
- Prioritizing for daily success
- Setting up a work environment that is conducive to being productive
- Minimizing distractions

The e-book also features links to an online component at dummies.com that extends the topic into step-by-step tutorials and other "beyond the book" content.

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