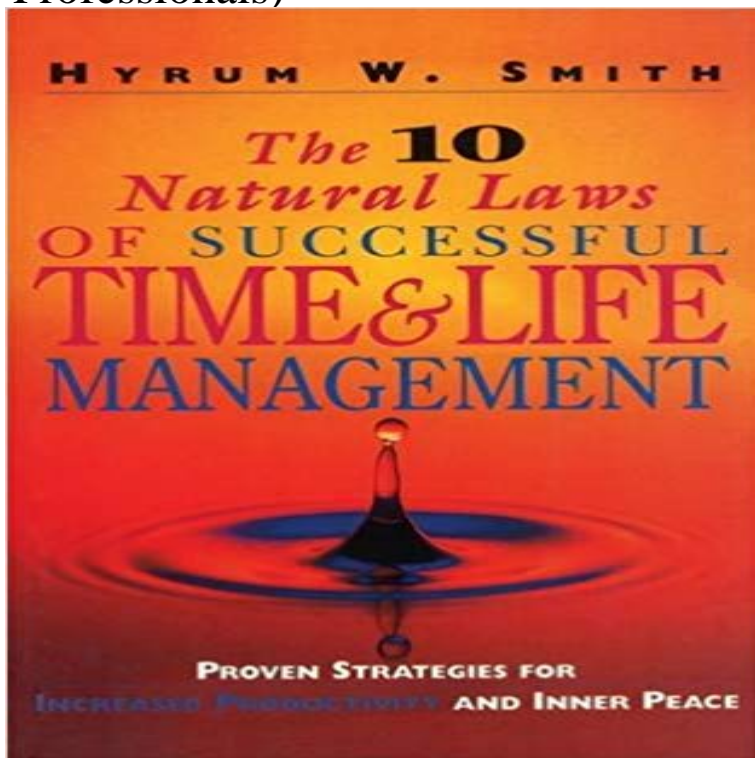


The 10 Natural Laws of Successful Time and Life Management: Proven Strategies for Increased Productivity and Inner Peace (People Skills for Professionals)



This guide presents a system that goes far beyond what is usually considered time management to change not only how people plan their time, but also how they approach their lives. It shows readers how to make the most of their time and lives, as well as how to obtain what the title promises - inner peace. The book's strategy of planning, prioritizing and value analysis enables readers to organize their time and life in a meaningful way by: determining the highest priorities in life and what is most valued; reevaluating what events can and cannot be controlled; establishing SMART goals to put one's life in line with values; getting rid of time robbers; using the ABC valuing system - a plan that works for getting things done; and a planning system now used by more than 2 million people worldwide.

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