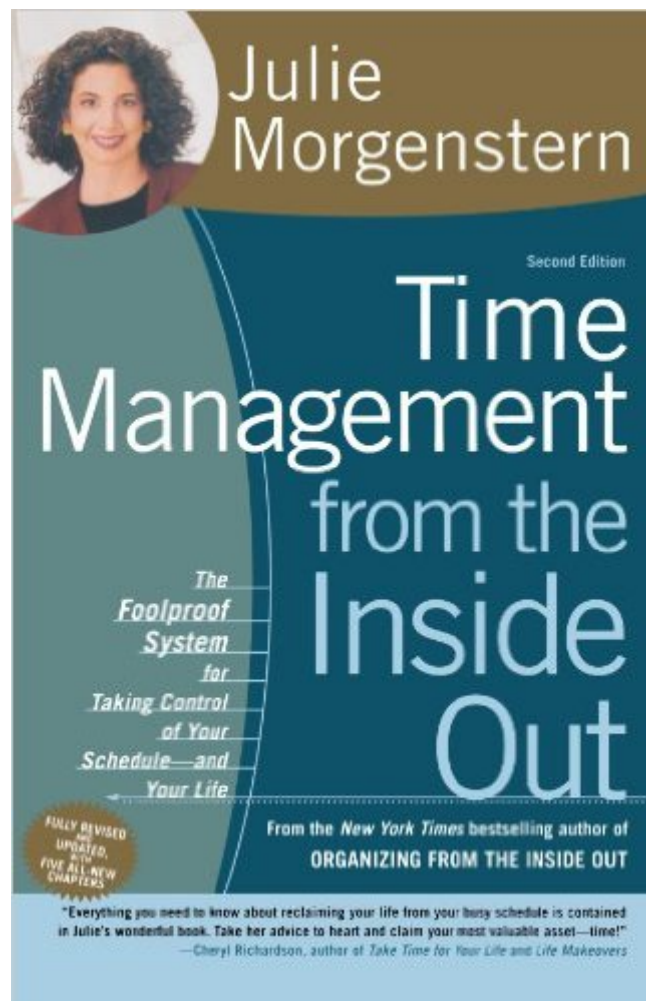


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# Time Management From The Inside Out, Second Edition: The Foolproof System For Taking Control Of Your Schedule -- And Your Life



## Synopsis

A thoroughly updated and expanded edition of the definitive guide to managing and freeing up time. Applying the groundbreaking from-the-inside-out approach that made *Organizing from the Inside Out* a New York Times bestseller, Julie Morgenstern set a new standard for the time-management category. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs. By applying her proven three-step program—Analyze, Strategize, Attack—and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all. This revised edition of *Time Management from the Inside Out* delivers - a new chapter about the WADE formula for getting started - new time maps for people with irregular schedules - new four-, eight-, and twelve-week program guides for improving time-management skills - a fully updated resource guide.

## Book Information

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## Customer Reviews

I can't help but express my disapproval at how a review from 2000, which rated this book one star, is a spotlight review. This reader failed to realize that this book wasn't written for people who are already organized or know the "common sense" things for organization. If organization was that "common sense," more people would be able to get their lives together instantaneously. Morgenstern builds upon her previous best-seller hit, *Organizing from the Inside*

Out." For people who have read that book, I would agree that "Time Management" does not offer much else in addition to it. However, "Time Management" stands on its own on the reader from 2000 who gave it one star failed to recognize that this book stands on its own apart from her debut. A few choice tips that I have found to have helped me:- Estimate time for big projects: Most people underestimate the time it takes them to do things. It's better to overestimate or get as accurate a time frame as possible. If you overestimate, at least you'll have time to do other things; if you underestimate, you'll feel rushed and like you never have time for anything.- The WADE formula: Readers of "Organizing from the Inside Out" know this formula well. WRITE IT DOWN: Record your tasks in a planner or one area. ADD IT UP: Estimate how long your projects will take. DECIDE what you will do: delay, delegate, delete or diminish tasks. EXECUTE YOUR PLAN: Put your plan into action.

Time Management I sit here with a to-list. These lists are not new to me. I have kept to-do lists for a long time. They used to be simple lists like shopping lists. Feed the pets Clean litter pans Organize (kitchen or filing cabinets or desk) Write at least three pages in my novel Prep for classes (I am a college instructor) Correct papers Clean house (Sort of goes with organizing) After I read Time Management From the Inside Out by Julie Morgenstern, my to lists changed and so did my schedule. For one thing, I began paying attention to how much time things took. I started timing projects. I used to write A B or C beside each project. I had gone to a time management seminar once, and this was the one technique she gave. The projects marked "A" had to be done today. The projects marked "B" could or should be done today, but could be put off for another day. The projects marked "C" could be put off for now. B and C projects might move up the list tomorrow or the next day. I did this for years even though it did not work. It gave me permission to not get to projects when they were marked B or C. There was some 60/40 rule. Get to 60 percent of your to-do list and give yourself permission to drop the rest. Maybe the rule was 40/60. I don't remember. It wasn't working, but I knew no other way. Then I read Morgenstern's book and she taught me a few tricks. Note that I finished reading the book over a month ago, so I have tried the tips. She asked her readers to pick three projects and to write beside each project the estimated time one had to spend on those projects. Then time the project. Is there a difference between expected time and actual time? So I timed myself cleaning litter pans, making beds and correcting papers.

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