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The Time Trap

R. Alec MacKenzie, Alec MacKenzie

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[Read by Lloyd James]

Can't say no? Reluctant to delegate? Information overload?

More and more people today are finding their time clogged up with endless activities and responsibilities and their work lives spinning out of control. No matter how hard they try to get things done, there's never enough time!

In this new edition of the classic book on time management, practical and realistic solutions to the problem are spelled out clearly and concisely. *The Time Trap* shows listeners how to squeeze the optimal efficiency - and satisfaction - out of their workday as they learn how to:

- recognize how human nature is usually the root cause of dwindling time;
- pinpoint and combat the twenty most tenacious time-wasters;
- avoid the technology trap and so-called time-savers;
- choose realistic goals and regain control of their life;
and
- use time-management techniques for professional and personal success.

Based on decades of research with business people around the world, ***The Time Trap*** is filled with smart tactics, hard-hitting interviews, and handy time-management tools. With half a million copies sold in previous editions, it's the most popular time-management tool kit available.

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