

TIME TRAP



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The Time Trap Alec Mackenzie,Pat Nickerson,2009-06-30 The Time Trap has shown countless readers how to squeeze the optimal efficiency and satisfaction out of their work day This much needed guide provides the quick solutions you need be more effective with your time and avoid and escape the so called time savers that don t really work Backed by decades of research with businesspeople around the world authors Pat Nickerson and Alec Mackenzie explain how to set realistic goals and make commitments they can keep juggle multiple demands estimate time needed on new tasks pinpoint and combat the most tenacious time wasters protect priorities and upgrade personal productivity for professional success Plus the fourth edition has been extensively revised to include technology based solutions to the challenges and opportunities we all face in the virtual world Filled with smart tactics revealing interviews and handy time management tools The Time Trap is your go to resource for leveraging twenty first century opportunities and overcoming challenges to maximizing your work time **The Time Trap** R. Alec Mackenzie,1997 From the hands down authority on time management techniques comes a completely updated edition of the national bestseller filled with new strategies on how to eliminate time wasters and achieve goals

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