

COMMON  
**TIME TRAPS**

ROBBING YOU FROM BEING PRODUCTIVE



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# Time Traps Time Traps

**Rosina Ehmman**



## **Time Traps Time Traps:**

**Time Traps** Todd Duncan, 2010-12-07 Sales quotas stress filled days and long working hours fill the schedules of salespeople everywhere In *Time Traps* author Todd Duncan teaches readers that this formula is all wrong and proclaims that it s possible to achieve more sales success with less stress earn more family time with less frustration and gain more money without investing life consuming hours at work The key he shares is not time management after all managing time is an impossible task to undertake Instead he shows readers how to manage what they do with the time they re given Highly acclaimed by some of the biggest names in the business sales and leadership industries including bestselling authors Stephen R Covey and John C Maxwell *Time Traps* includes tips for balancing and maximizing time saying no more often leveraging time saving tools and technology and prioritizing life amid professional chaos More than that the book explains why these things are so important in the first place and how allowing time for one thing can actually produce more output not less in other areas of your life Research shows that as much as 75 percent of the time people spend at work is a waste of that valuable time used for menial tasks rather than making sales This straightforward and actionable guide will help you break out of this statistic so you can propel your career and your life to new heights starting right now **The Time Trap** Alec Mackenzie, R. Alec Mackenzie, 2002-05 You have all the time there is You have the same twenty four hours 1 440 minutes 86 400 seconds that everyone has What can be different is how you use them Whether you work for a huge multi national corporation a small start up or are self employed whether you re a farmer school principal lawyer store owner or research scientist chances are you fall into the same time traps we all do Now world renowned time management expert Dr Alec Mackenzie will show you how to climb out In Part One of *The Time Trap* Mackenzie explores the general principles of time management the hows and whys He begins by asking the biggest why of all in the twenty first century with all our pocket diaries personal organizers and hand held computers with expensive time management software why is time management still a problem He finds the answer in the powerful pull of human nature the difficulty of breaking old habits and learning new ones and the way habits in one area affect behavior in another Managing time starts with establishing goals and setting priorities After setting priorities you can take charge of your time and your time is your life by using the most effective time management tool a written plan for the day supported by an overall planning system In Part Two Mackenzie addresses the causes and cures of the top twenty time wasters For each he defines the real problem examines its cause and describes detailed solution strategies He shows that many of us fall into time traps because we don t know how to say No to a friend colleague family member or boss without being afraid of offending them Then he presents dozens of real life scenarios demonstrating exactly what to say and do in these delicate difficult situations You ll learn how to deal with drop in visitors maximize meetings delegate responsibility improve your communication and much more So read this book and reap the rewards of effective successful time management more productivity less stress faster progress toward your goals and a

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