



## 101 Ways to Make Every Second Count

By Robert W Bly

Jaico Publishing House, Delhi, India. Softcover. Book Condition: New. 01 Ways to Make Every Second Count goes beyond the usual time-management books to bring you a broad range of strategies and tactics for more success with less stress. for getting more done in less time. You'll learn how to maximize your time by setting priorities, creating useful schedules, and overcoming procrastination. Robert Bly describes how proper diet, exercise, and sleep or lack thereof affect our energy levels. And how using the latest technology allows us to manage information and to communicate more efficiently and effectively. Readers benefit by meeting deadlines and commitments, increasing customer satisfaction, enhancing on-the-job performance, having more time for family, reducing pressure and stress, and feeling better about themselves and happier at work. 101 Ways to Make Every Second Count shows you how to transform time from an enemy to an ally. The best time to start? Right now. Printed Pages: 192.



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