Time Management (The Brian Tracy Success Library)

By Brian Tracy

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• Identify your key result areas

• Allocate enough time for top priority responsibilities

• Batch similar tasks to preserve focus and make the most of each minute

• Overcome procrastination

• Determine what to delegate and what to eliminate

• Utilize Program Evaluation and Review Techniques to work back ward from the future...and ensure your most important goals are met

• And more Filled with Brian Tracy's trademark wisdom, this book will help you get more done, in less time…and with much less stress.

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