



Take Back Your Time: How to Regain Control of Work, Information, and Technology

Jan Jasper

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For every successful person in a perpetual-crisis mode--swimming in papers, overrun with complicated new technology, hamstrung by details, and starving for time--Jan Jasper's *Take Back Your Time* offers simple, practical strategies for getting back your desk, your peace of mind, and most of all your time.

At last, a clear, practical, and supportive guide to getting out from under the memos, Post-its, catalogs, magazines, e-mail messages, old clothes, and other clutter taking over your space and our lives. Written with a generous understanding of why we hold on to clutter and other self-defeating habits, the book covers:

- Conquering desktop clutter
- Taking your personal time inventory
- Beating procrastination
- Managing information overload-
- Using technology sanely
- Using a day planner to maximum benefit
- And much more.

The result of more than a decade of helping high-powered clients get organized, this is a very useful guide to taming the electronic (and paper) tiger, and regaining control over your life.

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Kathryn Kern:

A lot of people always spent their free time to vacation as well as go to the outside with them family or their friend. Are you aware? Many a lot of people spent they will free time just watching TV, or even playing video games all day long. If you want to try to find a new activity honestly, that is look different you can read a book. It is really fun in your case. If you enjoy the book that you simply read you can spent the whole day to reading a publication. The book Take Back Your Time: How to Regain Control of Work, Information, and Technology it is rather good to read. There are a lot of those who recommended this book. They were enjoying reading this book. In case you did not have enough space to bring this book you can buy the actual e-book. You can m0ore easily to read this book from the smart phone. The price is not to fund but this book features high quality.

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