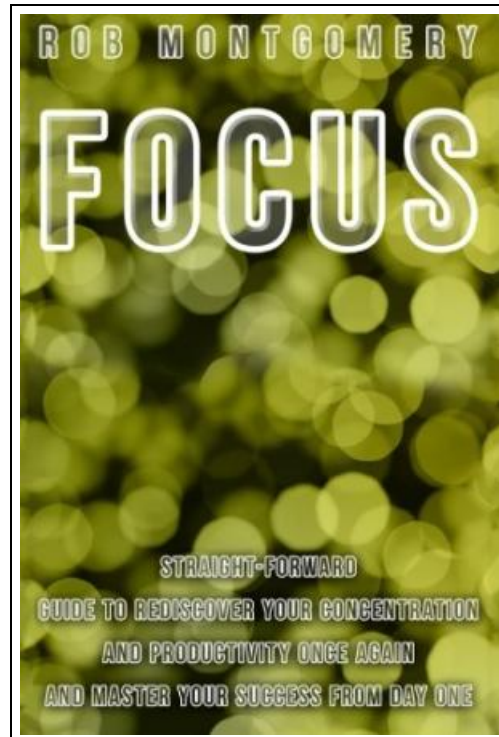


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This publication will never be effortless to get started on reading through but very entertaining to read through. It normally is not going to expense too much. I discovered this publication from my dad and i encouraged this book to find out.
(Otilia Schinner)

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Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Free bonus inside! (Right after Conclusion) - Get limited time offer, Get your BONUS right NOW! Do you feel overwhelmed by everything you need to finish? Is balancing work or school (or both) with home and family stressing you out? Do you feel like you never get anywhere on your to do list? Would you be more successful if you managed your time more effectively? Montgomery pulls no punches with the urgency of the problem of poorly-managed time: stress can actually kill us. But stress is really an issue of our thought life, rather than a physical condition or illness. Focus gets us into the action steps immediately by having us first identify our priorities. We can't do everything we're asked to do - we have to say no to some things. We need to determine ahead of time what the most important matters are, and what is not important to us personally. Montgomery recommends meditation as a method of training our minds to stay in the present time and place. This helps us focus on the tasks at hand and not get distracted by interruptions. Once we know what our priorities are, we can set some goals. Montgomery carefully outlines how to set goals that we can really work with. Montgomery introduces us to the idea of keeping a time log for a few days, a journal to record how we are currently spending our time in a typical day. By studying our log, we can see where we could work more efficiently. For example, if I see that I'm spending two hours per day in my car, I can make a point to get some phone...



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