



**Time Management: How to Multitask, Increase Productivity and Stop Procrastination [time management skills, organizational skills]
(procrastination cure, organizational development)**

Lance MacNeil

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Time Management

How to Multitask, Increase Productivity, and Stop Procrastination

At one point in our life most of us have stopped for a moment or two, opened our eyes widely and just admired the person standing in front of us. How do some people do it? Where is the catch? And why is it always you that is struggling to stay in touch with the fast pace of your everyday routine? It's all about managing your time. Mastering this skill is essential for maximizing the outcome of your daily obligations and using your free time in an efficient way. Following the guidelines offered in this book will help you successfully avoid the traps of a busy schedule and enable you to quickly, easily, and effectively develop your time management skills. Through understanding the notions of procrastination, multitasking and stress-free productivity, you will be offered the opportunity to alter your perception of time and, most importantly, set yourself free from a chaotic and unproductive schedule. There is no reason to beat yourself down if you are unsuccessful in managing your time. In today's fast-paced society, most people find themselves caught in situations that they can't control anymore. Stress has become a socially acceptable mental condition and work overload is a prerequisite for it.

Therefore, managing time is not a simple walk in the park. A lot of effort and commitment is required in order to keep up with your busy schedule. And life is not just about work and tasks. We still have to find some time for ourselves, our family, and enjoy some fun time with our friends. Just because it is difficult doesn't mean that it is impossible. You now have the knowledge of what is priority in order to be better with managing your time. You understand what actions you need to take in order to beat procrastination and to increase your productivity. The combination of the described approaches can serve as a good foundation for changing your habits and improving particular aspects of your life. Some effort will still be required to achieve the full potential of effective time management. It may take some time to make the necessary changes. This is why you should just go for it and start doing it. There is nothing to lose and a whole lot to gain.

Here is a preview of what you will learn...

- The Psychology of Time
- Time management: The Flow Model
- Productivity: The Myth of Multitasking
- Stress-free Productivity
- Postponing Your Duties

- Defense Mechanisms of Procrastinators
- Procrastination Equation
- The Art of Time Management

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