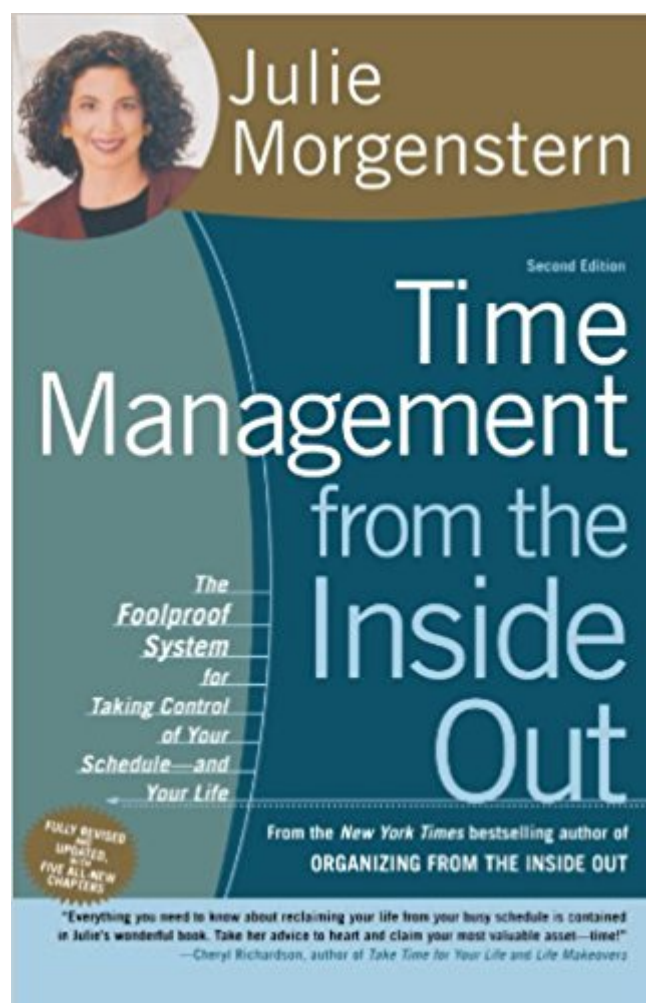




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# Time Management From The Inside Out, Second Edition: The Foolproof System For Taking Control Of Your Schedule -- And Your Life



## Synopsis

A thoroughly updated and expanded edition of the definitive guide to managing and freeing up time. Applying the groundbreaking from-the-inside-out approach that made *Organizing from the Inside Out* a New York Times bestseller, Julie Morgenstern set a new standard for the time-management category. Her system has helped countless readers uncover their psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs. By applying her proven three-step program—Analyze, Strategize, Attack—and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all. This revised edition of *Time Management from the Inside Out* delivers - a new chapter about the WADE formula for getting started - new time maps for people with irregular schedules - new four-, eight-, and twelve-week program guides for improving time-management skills - a fully updated resource guide.

## Book Information

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## Customer Reviews

“Everything you need to know about reclaiming your life from your busy schedule is contained in Julie’s wonderful new book.”  
— Cheryl Richardson, author of *Take Time for Your Life*  
“Time Management from the Inside Out is an outstanding resource in the process of being ready to live at a higher level. It won’t just help you manage your time, it will help you manage your life. A valuable read!”  
— Ken Blanchard, co-author of *The*

One-Minute Manager and Leadership by the Book – “If I had had Julie Morgenstern’s tips on how to organize my workload and prioritize my days, balancing my growing business and family life would have been much easier.” – Lilian Vernon, Chairman and CEO, Lilian Vernon Corporation

These days, we face no greater challenge in our personal and professional lives than organizing and managing our time. Now Julie Morgenstern, whose bestselling *Organizing from the Inside Out* has helped hundreds of thousands of people conquer the clutter in their lives, explains how to overcome the time challenge once and for all. Her groundbreaking from-the-inside-out approach helps you uncover your psychological strengths and stumbling blocks and create a time-management system that suits your individual needs. Let Julie show you how to-- identify your personal preferences and styles-- determine how long tasks really take -- eliminate, delegate, and streamline tasks-- stop procrastinating, once and for all-- put an end to chronic lateness-- put technology to work for you-- stick to your schedule while maintaining flexibility-- cope with the constancy of unexpected change. Time management is a skill that anyone can learn. Take control of your schedule, connect the activities of your daily life to your most important big-picture goals, and live the life of your dreams.

Definitely a great book with lots of insight. I found the book requires some effort and experimentation to really apply her guidelines and find what works best for you. I am still using some of the guidelines I learned from this book after first reading it 2 years ago. And I also go back and revisit certain points from time to time.

This book should be a must read for every adult - maybe required reading for high school? The reason her time management program works is two fold. First, you need to have a long term goal or vision. The whys - why it’s important to you. Second, you tailor the mechanics of time management to fit your personality. This is a life changing book. I’ve read other books on the subject, which I do recommend doing, since you can pull other helpful information from them, but no matter what, make sure you read this book. Greg

I desperately needed better time management skills, and I was at my wit’s end about managing everything, until I checked this book out of the library. Halfway through reading it, I bought it from .com. I knew that quickly that this was the book I needed. I love Julie Morgenstern’s emphasis on

literally mapping out your time, learning what's truly important to you, emphasizing that in your schedule, and letting unimportant things go. Since then, I have a better sense of what I need to do each day, and now I create a weekly calendar based on what I need and want to do that upcoming week. It's a disciplined-but-flexible approach that works for me better than anything else has. I also bought her book on getting organized from the inside out. Sixty-five pages into the book, I had already organized my bedroom - a huge disaster area - with ideas from it. And it's stayed organized ever since. BUY THIS BOOK!

Wonderful book! This book is so well done. The author takes a different & complete realistic approach to time management, adding a necessary step that so many other books in its category miss, making it much easier to get a handle on managing your time. I was so impressed that I explored other books by this author & I've yet to be disappointed. If you struggle with time or just want to get a better handle on managing it, I highly recommend this book!

The audio CD is easy to listen to in the car, held my attention, great for listening through several times during my commute to keep up my motivation. I also got the book for my kindle. Her approach is sensible, manageable, and thank goodness it has been effective for me, despite a lifetime of struggling with time. Her book on managing space is based on the same principles and techniques and has also helped me a lot. I am grateful to Julie Morgenstern for this two excellent resources.

Julie Morgenstern's books are always right on the money and offer great ideas. I kept getting books about organizing and decluttering, but finally realized that I knew HOW to do it, I just wasn't DOING it! This book helped me to view time in a different way and actually get things done.

Its a great book. It explores different levels of how to tackle getting things done and identifies possible barriers (psychological as well) as to why we may not get them done so we know how to overcome those obstacles. In the beginning it acknowledges the events that just so happen and interrupts our planning. Good read so far.

I never had time to write this review and could find my book in my mess till... well, this book. LOL.

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