



Time Management Planner

By Amy S Morgan

Createspace. Paperback. Book Condition: New. This item is printed on demand. Paperback. 190 pages. Dimensions: 10.0in. x 8.0in. x 0.4in. Having enough time to do all the things on your to-do list really isn't about having more time. It's about managing more efficiently the time you do have. Our Time Management Planner helps you to break down your long to-do list into smaller lists, arranged by priority. Once you have a categorized list, you focus on the top priorities and use our daily planner pages to plan the top 3 priorities for each day. Each planner page also leaves space for other tasks, phone calls, emails, appointments, and notes. By having your day planned out, with only the top 3 priorities at the top of the page, you can better focus on those, and not be overwhelmed by your whole to-do list. Do what is achievable and manageable, and then tomorrow. . . do it again. The planner is filled with undated planner pages; every 7 pages you'll find a weekly calendar and a new master task list for reorganizing your to-do list and moving priorities to the top. With enough pages for 15 weeks, or one quarter of the year,...



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