



Time Management Secrets for Working Women: Getting Organized to Get the Most Out of Each Day

Ruth Klein

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The only system designed for everything that today's modern women handle

Most time-management systems don't succeed for working women. Why? Quite simply, they don't understand our specific needs and the wide variety of tasks we find ourselves facing each day.

Ruth Klein has been coaching working women for years on how to manage their time, and she has the answer for today's working women.

Time Management Secrets for Working Women will show you how to make the most effective use of your time, so you can succeed in the workplace and get organized beyond your wildest dreams. Filled with practical tips and advice, this book helps with time-management keys such as:

- o What Constitutes a "Real" Emergency?
- o Dividing Work, Home and Personal Time
- o Understanding the Need for Control
- o Organizing Your Desk to Reflect Priorities
- o Learning to Relax While Still Getting Things Done

While the demands on our time won't go away, that doesn't mean you can't rise above them. Ruth Klein will show you how to eliminate the stress and get the best out of each day.

Ruth Klein runs The Marketing/Time Source, a performance strategic firm providing marketing, public relations, communications, time management, sales and personal coaching to businesses, professionals, moms and college students.



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this era. So now let us demonstrate the relaxing pattern at this point is your body and mind is going to be pleased when you are finished studying it, like winning a game. Do you want to try this extraordinary shelling out spare time activity?

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