



# Time Management In an Instant: 60 Ways to Make the Most of Your Day (In an Instant (Career Press))

*Karen Leland, Keith Bailey*

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Time Management In An Instant helps the reader overcome this feeling of overload and avoid the traps that lead to an unproductive relationship with time. It offers field-tested time habits and expert advice based on the latest research that will help the reader better manage, create, and spend their time with more satisfaction and results.



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