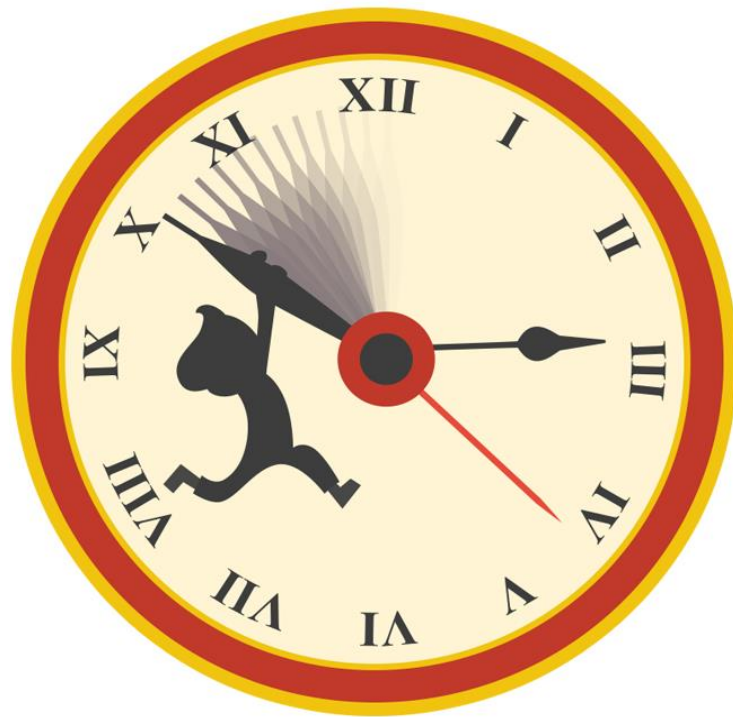


TIME MANAGEMENT MASTERY FOR BUSY PEOPLE



**MAKE TIME FOR YOUR LOYAL SERVANT
RATHER THAN A TERRIBLE MASTER**

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Foreword

Having a PDA, or utilizing additional technology, won't automatically make you more efficient. It might take you a long time to get used to utilizing it to help you manage your time. And then you'll have to make a habit of utilizing it. It may work as well as any paper-based scheme, if you take the time to learn how to utilize it correctly, and it has the benefits of compactness, the power to search for words and phrases, the power to store crucial documents, and so on. However, without acquiring the right habits in utilizing it, it may as well be a brick. Lastly, you might discover that the correct system for you is a hybrid one: maybe you use your PDA for Appointment and Contact management and a paper planner for jobs and projects ... Maybe another combination. My goal herein isn't to sell you on having a PDA but to show what you are able to do with one, so you are able to try it out and see if it's good for you.

Time Management Mastery For Busy People

Make time your loyal servant rather than a terrible master.

Chapter 1:

Where Do You Spend Your Time

A key to bettering your time management skills is to discover how you're expending your time. It's simple to utilize your PDA or PC for this. Simply set up a time log.