

THE CLOCKWORK COURSE



**DISCOVER HOW TO MANAGE YOUR TIME EFFECTIVELY
AND 'CREATE' MORE HOURS IN A DAY**

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Foreword

Practicing good time management routines allows the individual to have or create better control in life and in the environment around them. It is a style of conscious control over the amount of time allotted to the various activities in any given time frame. Learning to strictly abide by these time frames allow an individual to be more focus and efficient in any endeavor undertaken.



The Clockwork Course

Discover How To Manage Your Time Effectively And 'Create' More
Hours In A Day

Chapter 1:

Time Management Basics

Time management can be applied using the aid of many different and helpful tools. There are skill that can be applied, tools that can assist in keeping and reminding of the time set and also techniques that can be utilized to optimize time management functions.

Time management can be advantageous when used in the context of planning, allocating, goal setting, execution of project time lines, analysis, monitoring, organizing, and many other possibilities.

