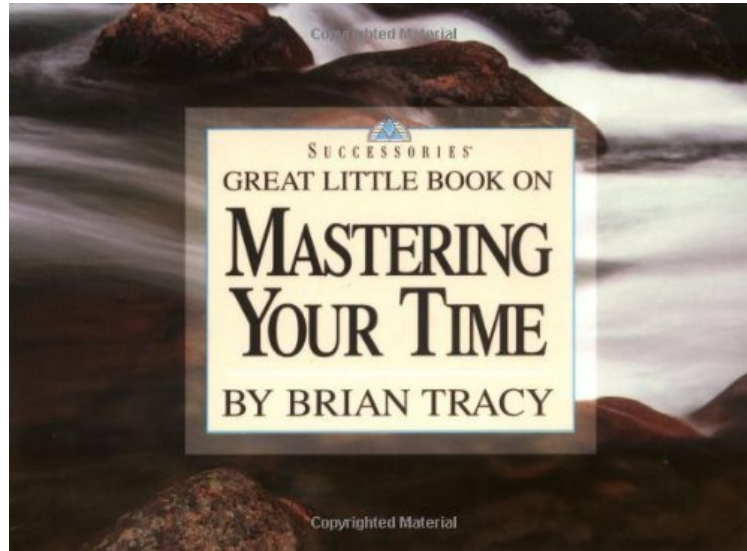


(Download ebook) Great Little Book on Mastering Your Time (Brian Tracy's Great Little Books)

## Great Little Book on Mastering Your Time (Brian Tracy's Great Little Books)

*Brian Tracy*

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**Brian Tracy : Great Little Book on Mastering Your Time (Brian Tracy's Great Little Books)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Great Little Book on Mastering Your Time (Brian Tracy's Great Little Books):

16 of 16 people found the following review helpful. Interesting but marginally useful. By A Customer I think this book is best for someone who's read Mr. Tracey's other books or listened to any of his audio cassette programs and wants a handy, pocket-size "memory jogger" of his basic ideas and insights. If you have not read other books on time management these "quotes" are likely to be of marginal use. While I've enjoyed Mr. Tracy other works I was somewhat disappointed in this one; I thought more could have been included even in a "little book" format. I do recommend his "Mastering Your Time" audio program, Alan Lakein's "How To Get Control of Your Time and Your Life" (my favorite, though it's only available in a mass market paperback now) and Julie Morgenstern's "Time Management From the Inside Out." 15 of 15 people found the following review helpful. Time As Our Scarcest (and Thus Most Valuable) Resource By Donald Mitchell This book is designed for those who need time management the most, and have the least knowledge about the subject. I'll be brief, as a result. The book is a collection of over 250 sayings, questions, and quotes (very few of the last) on the subject of why time is important and how to get the most out of it. I have read extensively on this subject, and did not see any major area of thinking that was not reflected somewhere in the book. So you will have a good overview of the principles for how to improve when you are done. You won't have detailed directions, but other books can help you with that when you are ready for them. The book covers why time is important, goal-setting about time, use of goals, the application of Pareto's Law (80/20 Rule), planning, delegation, priorities, outsourcing, happiness, getting rid of time wasters, rewards from becoming more effective, reading and learning more effectively, and the impact on your personal life. If you allocate 2 minutes a day to this book, you should soon be saving significant amounts of time and becoming more effective. You could do that while sitting through commercials on television or during moments of enforced idleness when it is safe to read (riding

the bus, waiting in line at the bank, etc.).By starting to take control of your time, you'll end up with a life you would like to lead! Use the additional time well to make a difference for those you care about!3 of 3 people found the following review helpful. Good Things Come In Small PackagesBy Al McDougallGood things come in small packages, and Brian Tracy's book, "Great Little Book On Mastering Your Time," lives up to that expectation. This is an easy book to read, with powerful concepts simply stated. Brian Tracy pulls no punches in his statements: "Most people engage in activities that are tension-relieving rather than goal-achieving". This book restates key aspects using different phrasing in several places in the book, to drive home points through repetition. It deals with the fundamental fact that without clearly defined goals we can not hope to maximise our use of time. How we use our time directly impacts our ability to accomplish whatever is truly important to us. Brian Tracy reminds us of the importance of spending a large quantity of time with our families, with unbroken chunks of time devoted to each of the most important people in our life. Focusing on the quality of the 2,000 hours per year a typical person works - planning and managing that time effectively - is key to leading a prosperous and balanced life that brings peace of mind for us and security for those we love.

Managing time is an age-old concern that affects those who have too much to do and not enough time--everyone! Brian Tracy's Great Little Book on Mastering Your Time gives practical, stimulating guidance on how to become an expert at time management.