

# Download How To Get Control Of Your Time And Life Alan Lakein

How to Get Control of Your Time and Your Life (Signet) [Alan Lakein] on Amazon.com. \*FREE\* shipping on qualifying offers. What do Gloria Steinem and I.B.M. have in common? Both have sought the advice of Alan Lakein. Enter your mobile number or email address below and we'll send you a link to download the free Kindle App. Then you can start reading Kindle books on your smartphone, tablet, or computer - no Kindle device required.

1. Spend time planning and organizing. Using time to think and plan is time well-spent. In fact, if you fail to take time for planning, you are, in effect, planning to fail. Organize in a way that makes sense to you. If you need color and pictures, use a lot on your calendar or planning book. Some Time Management Quotes To Make The Most Of Life Time Management quotes on Everyday Power! These are our favorite quotes to help motivate you to maximize your 24 hours. 1.) Time is a great healer, but a poor beautician." – Lucille S. Harper 2.) Don't let the fear of the time it will take to accomplish something [...]