



# How to be a Time Master: Control your time...control your life

*Ian Cooper*

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## **How to be a Time Master: Control your time...control your life** Ian Cooper

If you could save just 24 minutes a day you'd gain an extra 6 days a year. Some say the world was created in 6 days. **What could you achieve?**

You don't have to work harder or spend hours defining your life goals in order to manage your time. The Time Master approach is full of quick painkilling solutions and long-term 'know-how'.

**This is more than time management, this is time *mastery*.**

Forget about complicated planning techniques and endless charts - with over 400 practical tips and tricks at your fingertips, you'll be able to tackle your main problem areas and take back control of your time and your life, quickly. As a Time Master, you will learn how to slow down and enjoy doing the things you really want to do.

Master ways to:

- Work out what really needs to be done and when
- Manage emails, your screen time and the telephone
- Run brilliant meetings
- Deal with interruptions
- Stop others stealing your time
- Say no when necessary and manage our boss
- Make time for your health
- And many more ...

'A common sense approach to time management ... in an easy to read format.' --Clare Evans, Time Management Coach and author of *Time Management For Dummies*

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