



# How to live on 24 hours a day: Sound time management skills to help you achieve more every day

*Fayaz Shah*

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## **How to live on 24 hours a day: Sound time management skills to help you achieve more every day**

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You have the same 24 hours like everyone else, so why all the fuss about Time Management? It is the only commodity in your life that you cannot regain once it is lost. Getting control of your precious 24 hours is the key. The better you use your time, the more you will accomplish, and the greater your rewards will be.

Get to grips with total mastery of how you spend your time. If you want to achieve your life's dream you need to learn to use your time most wisely and productively. No, it's not too difficult to gain mastery over time; the trick is to know HOW.

Don't let your life pass you by only to catch you regretting the lost time in your winter years. Be the master of your time. Whether it is work or leisure learn how to get the most of your time using life hacks that work remarkably well.

Look at personalities such as Brian Tracey, Zig Ziglar, Robert Kiyosaki and Anthony Robbins – they all know and practice using their time effectively.

This is a fairly compact book to help you get started right away. This book reveals proven time management techniques which you can use immediately to gain at least two or more productive hours each day.

This book goes beyond the basics and will show you:

- Handle the constant and never ending interruptions like meetings, emails and phone calls
- Get some clarity in your life that is affecting your ability to manage your time well
- How to improve your personal productivity
- How to improve your focus and outcome
- Calculate and integrate your personal efficiency level
- Overcoming and avoiding procrastination
- How to do a full day's work in just 90 minutes
- Ways to create focus blocks
- How to do a week's work in one day

In this book, leading self-help practitioner, Fayaz Shah takes you step by step into changing your habits and creating discipline around your life so that you get more done, in less time...and with reduced stress.

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