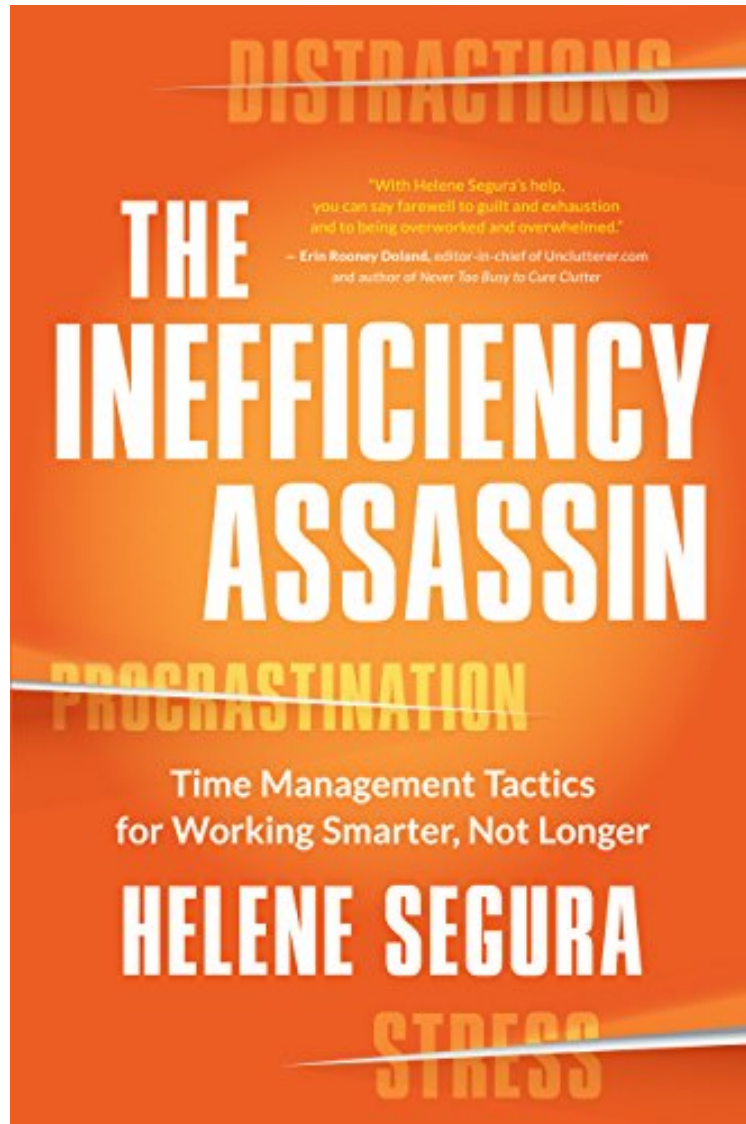


(Free read ebook) The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer

The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer

Helene Segura

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Helene Segura : The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer before purchasing it in order to gage whether or not it would be worth my time, and all praised The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer:

1 of 1 people found the following review helpful. How to be efficientBy MeMary77Excellent book on time management to help you become more efficient with your time.4 of 4 people found the following review helpful. I really like the layoutBy Julie A. BestryAs a Certified Professional Organizer, I read a lot of books on productivity. It's

rare to find books that prompt revelations and spur specific, practical action, but Segura intuitively blends the strategic and tactical with so much charm that the reader has no choice but to be motivated toward improvement and continually guided to the next levels. She anticipates questions and delivers the goods, but gently points out when these are not the droids (I'm mean, solutions) for which the reader should be looking, helping build a more stable cognitive framework for identifying and achieving priorities. Segura convincingly makes the case for creating clarity (in thought, word, and deed) as a life-saving measure; in a way that will resonate with the unfocused and hyper-focused, alike. Segura's vivid examples from real-life and pop culture, her anxiety-dissolving humor, and her own clearly-presented and comprehensive wisdom make *The Inefficiency Assassin* a book that belongs on every professional's bookshelf. Beyond the content of the book, I really like the layout. Too often, "self-help" books, even ones on organizing and productivity, seems to lack the basic organizational structure to "help" you find what you need. Segura's book has a really clear and explicit Table of Contents, a professional index (why are these so rare?), and in-chapter visual cues (including chapter-ending bubbles to "Plot Your Next Steps") to guide the reader at all junctures. If your lack of productivity is trying to kill you, *The Inefficiency Assassin* will help you strike back.

1 of 1 people found the following review helpful. Fantastic and Helpful - Highly Recommend! By Ralph Peterson You know you are reading a great book when you find yourself writing in the margins, taking notes and highlighting so many phrases and concepts that someone asks you if the book came that way - all highlighted! This is the type of book that, as you're reading it, you know you are going to read it again... and again... and maybe one more time after that. After reading Helene's book, I am constantly reevaluating every process, every system and literally everything that I am doing with laser focus, ensuring I am doing them in the most efficient ways possible - after all, my goal is to not keep work twenty-four seven, 365 days a year. My goal is to do less and have more... and this book has given me great tips and strategies that make it all possible. Fantastic and Helpful. I highly recommend this book to everyone who finds themselves working a lot and producing a little.

Slay Procrastination, Distraction, and Overwhelm! Who doesn't want more time and energy for family, friends, and personal passions? Author Helene Segura coaches real people in the real world to operate more efficiently during the workday, so they can have a life outside it. Her engaging time management program caters to diverse learning styles, offering case studies that allow readers to self-diagnose and zero in on the strategies most appropriate for them. Anyone wanting to streamline workflow and improve productivity can employ her wonderfully doable techniques; for clearing task lists, handling reminder systems, scheduling a variety of priorities, and even managing emails and phone calls. Thanks to Segura's astute attention to personality, *The Inefficiency Assassin* meets readers where they are struggling and details quick and easy-to-implement strategies to, as Segura promises, "kick chaos to the curb."