



TIME! 105 Ways to Get More Done Every Workday

David Cottrell

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Time is our greatest asset. Yet, many of us tend to waste it, kill it, lose track of it or spend it without ever considering the return on our investment.

One of the greatest challenges today is improving productivity and morale at the same time. TIME! provides practical tips on how to do that. The tips shared in Time! can help every employee find 10, 20 or even 90 minutes a day to invest more wisely.

One employee wasting one hour a day could cost your organization \$6,000 in productivity this year. This book will provide them the tools they need to make better choices with their time.



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