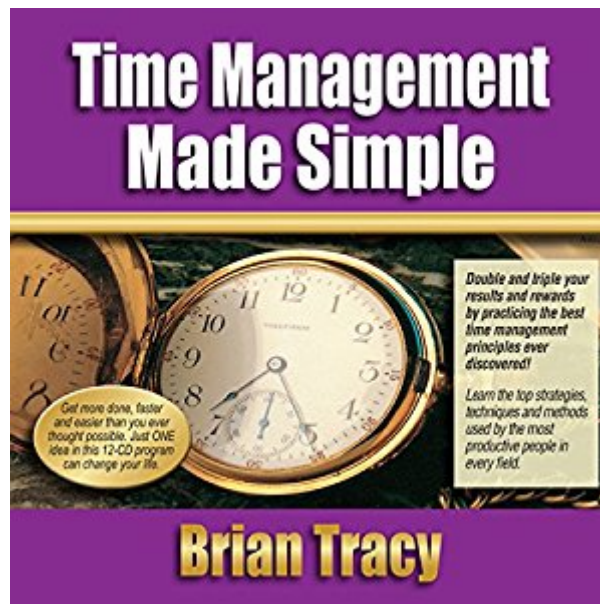


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# Time Management Made Simple



## Synopsis

Brian Tracy is the top time management trainer in the world today - in 38 languages and 56 countries. In *Time Management Made Simple* he teaches you the best ideas learned worldwide in 30 years of research and teaching. In this fast-moving 12 lecture program, you will learn how to manage every aspect of your time and life - more efficiently than ever before!

- 1 21 Great Ways to Double Your Productivity
- 2 The Miracle of Self-Discipline
- 3 Goals!
- 4 The Psychology of Time Management
- 5 Getting Yourself Organized
- 6 Establishing Proper Priorities
- 7 Developing the Work Habits to Get Things Done
- 8 Time Saving Techniques
- 9 Overcoming Procrastination
- 10 Keeping Up and Getting Ahead
- 11 Saving Time in Dealing with Others
- 12 Simplify Your Life

Plus: PDF Workbook with Notes. On page 1 of the workbook PDF, click the link to receive over \$100 worth of bonus materials Plus this SPECIAL BONUS! More than \$100 worth of online resources to improve your time management skills; a Time Management Skills Assessment to discover your strengths and weaknesses, and breakthrough opportunities, plus one month of free access to a personalized online learning program tailored to your specific personal and professional time management needs.

## Book Information

Audible Audio Edition

Listening Length: 10 hours and 48 minutes

Program Type: Audiobook

Version: Unabridged

Publisher: Gildan Media, LLC

Audible.com Release Date: October 19, 2011

Language: English

ASIN: B005SZ6NYY

Best Sellers Rank: #124 in Books > Self-Help > Time Management #642 in Books > Business & Money > Business Culture > Motivation & Self-Improvement #708 in Books > Business & Money > Management & Leadership > Motivational

## Customer Reviews

I saw this collection was over 10 hours long and thought it would be very complete. It is not. It is very repetitive. About one hour before the end, Brian even says : "don't worry about the material being repetitive, it's good to hear good ideas several times". When I want to listen to good ideas several times, I expect to listen to the audiobook again, not hear it time and time again in the same program. I suspect the real reason for this repetition is that this is a loosely related collection that

was put together to inflate reproduction time. For those familiar with Myer-Briggs Type Indicator, he is a super judge, and in his mind that is the way only right way to be. Make all decisions now, throw away everything, when in doubt throw it out, and so on. And he does not try to give reasons for what he is saying. Oh, he mentions "scientists have discovered" but most times does not provide even an article name. It is different when you read a book from David Allen. They may say similar things, but Allen seems more genuine, and friendly. Tracy is very judgemental and seems to be making up stories with no real support to make his points. Besides, Brian is very self-serving. It sounds like he's making a shameless commercial time and time again. For instance, something that goes on for several minutes is summarized as: "An audio program is equivalent to reading 35 books (he actually says it). You should always listen to audio programs in your car. I produce many audioprograms. With no exception, everyone who listens to my programs does a LOT better one year later". There are several better books, succinct and to the point. "Getting it done" is a very good one. "First things first", although not my favorite, is by far better than this one.

This is a very good audio and I listen intently and will be doing what is being suggested. I highly recommend this Audio to those who would like to manage their time better. You can always listen while driving and because I am on the road a lot I do exactly that.

This 10 hour program is really about one hour of material, repeated about ten times. The material itself is pretty good, and would be a nice single lecture. Even so, while some of the tips are great (e.g. rank your tasks in order of importance and complete them in that order, set goals, have a plan, do your hardest tasks first, practice single handling, etc.), there is very little support for the productivity gains claimed, and very little consideration of different working styles, jobs, personality types, etc. The advice is all very general. Further, Tracy's definition of productivity is debatable. Relationships are clearly not very important, nor is anything else that can't be measured. On the other hand, churning out work seems to be deemed automatically productive, regardless of whether there is anything additive in the work. For instance, he cites the prodigious number of books he writes, but his metric for productivity is titles and sales, not developing new and useful material. This book is clearly just a repackaging of his other works. The program is worth a listen, as a few of his tips can be life-transforming, but if there is an abridged or summary version of this book, that would be a much better way to go.

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