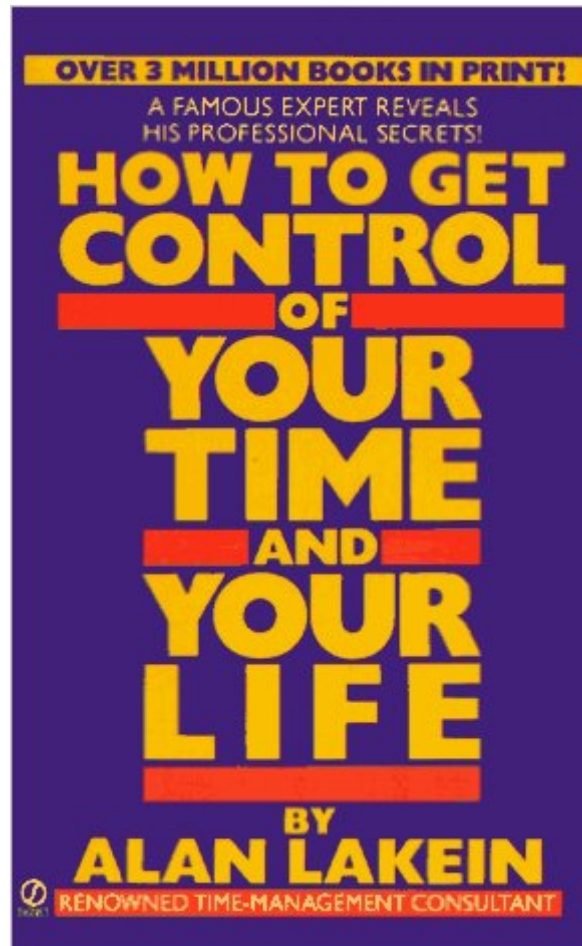


The book was found

How To Get Control Of Your Time And Your Life (Signet)



Synopsis

What do Gloria Steinem and I.B.M. have in common? Both have sought the advice of Alan Lakein, famous time management expert, in order to minimize the time they waste and to maximize their productive capabilities. Now his practical wisdom and amazingly effective simple rules are available to you: How to build your willpower How to waste time for pleasure and profit How to work smarter, not harder And much, much more Reading this book can be the wisest investment of your time that you have ever made!

Book Information

Series: Signet

Mass Market Paperback: 160 pages

Publisher: Signet (February 7, 1989)

Language: English

ISBN-10: 0451167724

ISBN-13: 978-0451167729

Product Dimensions: 4.4 x 0.4 x 6.9 inches

Shipping Weight: 3.2 ounces

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (98 customer reviews)

Best Sellers Rank: #120,126 in Books (See Top 100 in Books) #182 in [Books > Business & Money > Skills > Time Management](#) #642 in [Books > Business & Money > Job Hunting & Careers > Guides](#) #2000 in [Books > Self-Help > Motivational](#)

Customer Reviews

How to Get Control of Your Time and Your Life is, perhaps, the best book on time management ever written. It does not waste your time but gets right to the point. You must establish SMART (specific, measurable, achievable, related/relevant, and time framed) goals for yourself and then prioritize them using Lakein's A/C system. "A" goals are the most important to you and you must plan on spending 80% of your time to achieve them. "C" goals (TV, lawn care, shopping, etc.) are the place where most people "waste" their lives and spend 80% of their time. This ratio must be reversed, according to Lakein. He would agree with e.e. cummings that "To be nobody but yourself in a world that is night and day trying to make you just like everybody else means to fight the hardest fight any human being can fight, and never stop fighting." Once we have set goals that utilize our unique talents and abilities, we will have the will power and determination to do the work necessary to achieve them. To accomplish our goals Lakein recommends that we make a daily "to

do" list and always start with "A's," not "C's." Most of our time is spent working harder on things that don't matter. We may be efficient, but Lakein suggests that our goal is to do what matters most and become effective. "Work smarter, not harder" is the mantra he wants us to repeat and couple that saying with his last piece of advice -- "Do it now." Stick your finger into this small book and any page you hit will have wise words to put into action. Learning comes from daily practice and developing habits that "put first things first," taken from Stephen Covey's best seller, *The Seven Habits of Highly Effective People* -- also recommended is Covey's fine book on effective living appropriately titled *First Things First*. Rarely has a book that costs so little paid such rich dividends. You won't be disappointed.

When I got the book, I was somewhat sceptical that a book could teach me what I already knew. (Make lists of to-do items etc) But this book is really amazing. It will tell you how you end up wasting time and what to do about it in a positive way. I would like to mention a couple of ideas that I found in this book: a) No matter how silly, do something related to work with a high pay-off. b) Effectiveness (doing the important things) should be preferred over efficiency (Doing something of not much importance very well) I read this book every week and have got an additional copy to carry in my bag always to get these excellent ideas entrenched in my head.

How hard is it to write short? And to think smart? Lakein manages both in this brilliant, slim volume which goes beyond productivity tips (though great ones abound) by first guiding you to the right path for you - so your new-found efficiency will propel you down the road of most satisfaction. One of my top favorite books of all time, all subjects. I revisit it frequently, after twenty years- and it never disappoints.

The only drawback of this wonderful book is that Lakein doesn't consider the special problems of the 2 career family. This book was definitely written in the time period where men didn't have to come home and do the dishes and women stayed at home and raised the kids. He gives great tips for overcoming procrastination (my personal problem), but he leaves out one very good technique which Barbara Sher gives a solution to in her book *"Wishcraft"* - to actually schedule your avoidance behaviours. If you are going to indulge in playing on the net, emailing jokes, watching TV, reading the paper, cleaning, instead of digging into the work you should be doing, you may as well make being allowed to engage in that behaviour your reward for finishing the job you set out to do.

When Alan Laiken wrote this book in 1973 he created a mechanism for defining your goals that I still use today. The method of asking "Laikens questions" has been a critical part of my personal success. I have given away perhaps 50 copies of the book over the last 25 years. It is timeless classic on career and time management. I recently reread the book with my daughter who is just getting her career going and found the techniques Laikin created 33 years ago still work for me in retirement.

This is the best introduction to time management. I believe one of the hallmarks of a good time management book is that one shouldn't have to spend a lot of time reading it. This book is brief, concise, and just about every sentence is useful. If you need to improve your time management skills start with this book. Implementing just a few of the author's ideas will make your life more relaxed and enjoyable. However, beware of attempting to implement all of his ideas at once; this is bound to overwhelm most people and you may end up quitting your attempt at time management. Instead pick the top three or four suggestions the author makes, try them out for a few months, keep the ones that work for you, then read a little bit of the book again, pick some more ideas, try them out, and so on. After some time your life will be much better off for implementing the ideas in this book that work best for you. After incorporating some of the ideas in this book into your life, I highly suggest moving on to David Allen's "Getting Things Done."

[Download to continue reading...](#)

How to Get Control of Your Time and Your Life (Signet) Control Self-Assessment: Reengineering Internal Control (Enterprise Governance, Control, Audit, Security, Risk Management and Business Continuity) Money Management Tips: Control Money Don't Let It Control You (Budgeting your money, How to save money tips, Get out of debt fast, Live cheap, Debt free, Spend less) Gandhi: His Life and Message for the World (Signet Classics) It's Your World: Get Informed, Get Inspired & Get Going! Frankenstein, Dracula, Dr. Jekyll and Mr. Hyde (Signet Classics) Dr. Jekyll and Mr. Hyde (Signet Classics) Sir Gawain and the Green Knight (Signet Classics) A Narrative of a Revolutionary Soldier: Some Adventures, Dangers, and Sufferings of Joseph Plumb Martin (Signet Classics) Paradise Lost and Paradise Regained (Signet Classics) The Time Garden Note Cards: Color-In Note Cards from the Creator of The Time Garden and The Time Chamber (Time Adult Coloring Books) 1984 (Signet Classics) Frankenstein (Signet Classics) Henry IV, Part 1 (Signet Classics) Beowulf (Signet Classics) The Odyssey (Signet Classics) They Cage the Animals at Night (Signet) Ryan White: My Own Story (Signet) The Amateur Magician's Handbook: Fourth Revised Edition (Signet) Hamlet (Signet Classic Shakespeare)

