

TIME MANAGEMENT

MASTERY



Stress-free
Productivity
in the 7 Key
Areas of Life

JOEL GARFINKLE

TIME MANAGEMENT MASTERY

**STRESS-FREE PRODUCTIVITY
IN THE
7 KEY AREAS OF LIFE**
(TIME, PROJECTS, PEOPLE, SCHEDULES, INFORMATION,
WORK-LIFE BALANCE & ABUNDANCE)

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I am definitely going to take a course on time management...just as soon as I can work it into my schedule.

~ Louis E. Boone

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*Time is the scarcest resource
of the manager; if it is not
managed, nothing else can
be managed.*

~ Peter F. Drucker