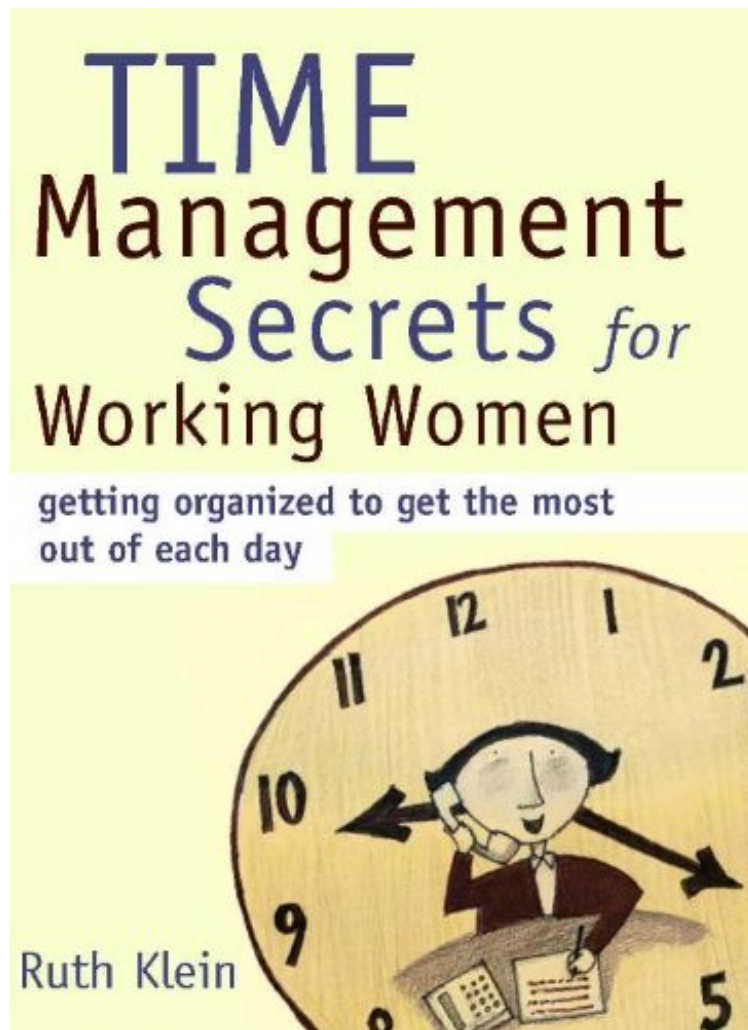


(Download ebook) Time Management Secrets for Working Women: Getting Organized to Get the Most Out of Each Day

## Time Management Secrets for Working Women: Getting Organized to Get the Most Out of Each Day

*Ruth Klein*

*ebooks | Download PDF | \*ePub | DOC | audiobook*



 Download

 Read Online

#1563585 in eBooks 2005-09-01 2005-09-01 File Name: B0022VV0FO | File size: 51.Mb

**Ruth Klein : Time Management Secrets for Working Women: Getting Organized to Get the Most Out of Each Day** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Time Management Secrets for Working Women: Getting Organized to Get the Most Out of Each Day:

2 of 2 people found the following review helpful. Insightful Wisdom to the Art of Time Management By Jethro Singer With love in her heart and a passion for living, author and coach Ruth Klein, brings insightful wisdom to the art of time management and productivity throughout her book, 'Time Management Secrets for Working Women: getting organized to get the most out of each day.' I found Ruth's book to be a text, a tool, a manual and a guide. It's all well and good for men and women to perceive that they each have their specific objectives in a twenty-four hour day.

However, both can find a unifying thread in Klein's book. I especially liked how she shows how to make the best of each day, and then feel a sense of fulfillment and accomplishment at it's end. Using her experiences in both marketing and time management, a contagious positive energy and a keen sense of humor, Klein shares basic techniques, numerous anecdotes and exercises to help you achieve your goals. Her insights are as keen as lightning on a beautiful dawn.

Jethro Singer Commercial Photographer  
1 of 1 people found the following review helpful. Brisk advice for saving time and restoring balance  
By Rolf Dobelli  
Many working women awake to the figurative sound of a starter pistol and race against the clock until they lie down to sleep at night. Author Ruth Klein understands the unique challenges that time management presents to working women. The demands of home, family and work always compete for their attention, and they get almost no personal time. She divides women into three "Personal Motivational Lifestyle" categories and explains that a woman will feel unbalanced and unfulfilled if her time investment is out of sync with her lifestyle. She encourages women to nurture a clear understanding of their own personalities so their time use aligns with their values and beliefs. Klein offers many useful, practical timesaving tips, strategies and techniques for the home and workplace. The book jumps from subject to subject with little regard to flow, but the advice is solid and actionable once you find it. We believe Klein can help you organize your time. Just give her a minute.

0 of 0 people found the following review helpful. Author and Business Owner Tonia Tomlin Gives TWO Thumbs UP!  
By Sorted Out  
Wow! This book hits every area of life for any woman working. There are many things that some may not stop to think about or just not realize things they have given up. I know being a business owner, author, wife, mother of twins, sister, daughter, friend, and much more takes over my life from time to time. This book has helped me point those things out that I need to do for myself and my family. I highly recommend this for anyone needing to grab hold of the reins in their life again!  
Tonia Tomlin  
President, Sorted Out, LLC  
Author Chaos 2 Calm: the moms-of-multiples' guide to an organized family[...][...]

The only system designed for everything that today's modern women handle  
Most time-management systems don't succeed for working women. Why? Quite simply, they don't understand our specific needs and the wide variety of tasks we find ourselves facing each day.

Ruth Klein has been coaching working women for years on how to manage their time, and she has the answer for today's working women. *Time Management Secrets for Working Women* will show you how to make the most effective use of your time, so you can succeed in the workplace and get organized beyond your wildest dreams. Filled with practical tips and advice, this book helps with time-management keys such as:

- o What Constitutes a "Real" Emergency?
- o Dividing Work, Home and Personal Time
- o Understanding the Need for Control
- o Organizing Your Desk to Reflect Priorities
- o Learning to Relax While Still Getting Things Done

While the demands on our time won't go away, that doesn't mean you can't rise above them. Ruth Klein will show you how to eliminate the stress and get the best out of each day.

Ruth Klein runs *The Marketing/Time Source*, a performance strategic firm providing marketing, public relations, communications, time management, sales and personal coaching to businesses, professionals, moms and college students.

About the Author  
Ruth Klein is the president of the award-winning firm *The Marketing/Time Source*, an integrative and strategic marketing firm providing time management, public relations, Internet marketing, business and consumer behavior trends, generational marketing, and sales and personal coaching to businesses, professionals, moms, and college students. She lives in Santa Monica, California