



## Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule and Your Life

By Julie Morgenstern

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America's #1 organizer now takes on our biggest enemy--the time crunch

In this fast-moving world, no greater challenge exists--in both our personal and professional lives--than organizing and managing our time. Now Julie Morgenstern, whose bestselling *Organizing from the Inside Out* has become the new standard in this category, explains how to meet and conquer the time challenge once and for all. Morgenstern's groundbreaking "from-the-inside-out" approach helps readers uncover their own psychological stumbling blocks and strengths, and develop a time-management system that suits their individual needs.

By applying her proven three-step program--analyze, strategize, and attack--and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. As Francis Willet, founder and CFO of Day Runner, says, "Morgenstern shows us how to look inside at our own habits and style to create a plan that works, and have fun doing it."

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### Editorial Review

#### Amazon.com Review

In *Organizing from the Inside Out*, author Julie Morgenstern used three main strategies to whip a living space or office into shape: "analyze, strategize, attack." Using the same system, Morgenstern now shows readers how to get rid of chaotic schedules in order to live more comfortable and productive lives.

Morgenstern likens a cluttered schedule to a cluttered closet. For example, a closet is typically "crammed with more stuff than storage," and a schedule is typically "crammed with more tasks than time."

Those who fear "time management" because they worry about living uncreative or overly scheduled lives will find themselves reassured by Morgenstern's ability to customize her system. The most important thing readers must do, she emphasizes, is to create a time management system that fits one's personal style-- whether it be spontaneous and easily distracted or highly regimented and efficient. "Just as everyone's living room looks different, reflecting the individual's or family's values and priorities, everyone's time management system will look different, reflecting what's important to him or her," she explains. Fortunately, readers can easily customize her excellent advice while learning how to create a personal time map, streamline routine tasks, conquer procrastination and chronic lateness, and manage all the inevitable crises and distractions of daily life. Speaking of procrastination, what better time than now to try this book out-- ridding yourself of all that draining clutter so you can get on with living the life you want? --*Gail Hudson*

#### From Publishers Weekly

Best-selling author of *Organizing from the Inside Out*, Morgenstern takes a similarly practical approach to time. If one thinks of time as having "edges" (rather than being amorphous), she explains, then it becomes as finite as space and, consequently, just as manageable. Morgenstern believes that there are three primary reasons why people have difficulty managing time: "technical errors" (miscalculating the length of a task); "external realities" (new baby, new job) and "psychological obstacles" (perfectionism). What makes her program work, she attests, is that instead of trying to change people's natural behaviors and preferences, she encourages them to expand upon whatever is working already, no matter how overwhelmed they may feel. It all starts with knowing what one's big picture values and goals are (e.g., maintaining a happy marriage, excelling at one's career) and prioritizing those with the help of an ingenious device she's created called a "Time Map." Then, Morgenstern helps the reader apply her "SPACE" system ("sort, purge, assign a 'home,' containerize and equalize") to the nitty-gritty of time management to align one's to-do list with the Time Map. Everything one does (from important phone calls to major projects) must have its time and place. Even relaxation and fun ("There is no such thing as spare time"). Morgenstern's simple book presents a superb, sound program for "creating a life that nurtures you and makes you feel good." (Sept.)

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#### Review

"Everything you need to know about reclaiming your life...Take her wise advice to heart and reclaim your most valuable asset-- time!" -- *Cheryl Richardson, Author of*

"If I had had Julie Morgenstern's tips...balancing my growing business and family life would have been much easier." -- *Lilian Vernon, Chairman and CEO, Lilian Vernon Corporation*

## **Users Review**

### **From reader reviews:**

#### **Jimmy Dietz:**

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#### **Dora Champagne:**

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