



# **Time Management from the Inside Out, Second Edition: The Foolproof System for Taking Control of Your Schedule -- and Your Life**

*Julie Morgenstern*

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**A thoroughly updated and expanded edition of the definitive guide to managing and freeing up time**

Applying the groundbreaking from-the-inside-out approach that made *Organizing from the Inside Out* a *New York Times* bestseller, Julie Morgenstern set a new standard for the time-management category. Her system has helped countless readers uncover their 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, Attack-and following her effective guidelines, readers will find more time for work, family, self-improvement, or whatever is most important to them. Time management is a learnable skill, and in this completely revised edition, Morgenstern provides the ultimate tools to combine, delegate, and eliminate unnecessary tasks; put technology to work; and stop procrastinating once and for all.

This revised edition delivers

- a new chapter about the WADE formula for getting started
- new time maps for people with irregular schedules
- new four-, eight-, and twelve-week program guides for improving time-management skills
- a fully updated resource guide

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