



Time Efficiency Makeover: Own Your Time and Your Life by Conquering Procrastination

By Dorothy K. Breining, Debby S. Bitticks

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"These guys really know how to get things set up to maximize your time. They absolutely can create time that seems to come from nowhere."

- Dr. Phil McGraw

Do You Want To. . .

- complete job projects on time and without last-minute excuses?
- arrive at appointments punctual and calm?
- fix minor repairs in your home before they become major expenses?
- stop last minute frantic searches before a vacation?

Time Efficiency Makeover: Own Your Time and Your Life by Conquering Procrastination, will help you decide if procrastination is a real problem or if you are experiencing other life challenges. For true procrastinators, this book is filled with step-by-step guidelines on how to stop putting off those home and work projects, unpaid bills and neglected relationships. You will understand what is holding you back and how to keep focused and motivated on present and future events. A must-read for anyone who wants to improve the efficiency and satisfaction of their lives.

". . . encourages you to focus in on what you really want—and what's preventing you from getting there. Time Efficiency Makeover provides valuable tools for change that will result in massive action."

—Anthony Robbins, author, Awaken the Giant Within and Unlimited Power

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Editorial Review

About the Author

Dorothy K. Breininger, the owner and executive director of the Center for Organization and Goal Planning, coaches CEO's, high profile celebrities, business entrepreneurs and homemakers on how to conquer procrastination while developing a fulfilling work and home life. Also, a sought-after international speaker, Dorothy serves as a board director for the National Association of Professional Organizers, is a member of the National Association of Female Executives and has appeared on NBC's Today Show, the Dr. Phil Show and has been featured in The Los Angeles Times, Forbes Magazine and Better Homes and Gardens.

Debby S. Bitticks, CEO of Delphi Health Products, Inc., has recently co-authored the following Biobinder's™, *Cherished Memories ? The Story of My Life* which chronicles the journey of one's life and Senior Organizer to guide for seniors or their family members to track medical, financial, legal and daily care plans. Debby has spoken on intergenerational care at the National Council on the Aging in Washington D.C. and has appeared on CNN Financial News, CBS and other cable shows. She has also given numerous national radio interviews. She has received the Blue Chip Enterprise Award given by the U.S. Chamber of Commerce and Connecticut Mutual Life Insurance Company.

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“Procrastinate” is a verb meaning *“to put off intentionally the doing of something that should be done.”*

Procrastination is as common as there are people on earth. Everyone procrastinates at one time or another. Procrastination is a habit, not a fatal flaw. It is probably the single most common hindrance to effective time management. It takes persistence to change, but you can do it.

Very simply stated, procrastination is the deliberate act of excessive postponing. How much trouble your postponing causes depends to a large degree on the “price you have to pay” for that behavior.

Procrastination is the avoidance of doing a task that needs to be accomplished. This avoidance can lead to feelings of guilt, inadequacy, depression and self-doubt. Procrastination has a high potential for painful consequences. It interferes with professional, academic and personal success. Psychologist William Knaus estimates that 90 percent of college students procrastinate. Of these students, 25 percent are chronic procrastinators and this group is usually the one who ends up dropping out of college.

Not A Time Management Problem

According to Joseph Ferrari, Ph.D., Associate Professor of Psychology at De Paul University in Chicago, procrastination is not a time management or planning problem. Procrastinators do not differ in their ability to estimate time, however they may be more optimistic in their ability to complete tasks. “Telling someone who procrastinates to buy a weekly planner is like telling someone with chronic depression to just cheer up,” insists Dr. Ferrari.

It's A Shift In Priorities

In addition, fear can be a driving force for procrastination. For example, we may worry that we can't pay our

bills next month and begin to work overtime to compensate for that financial shortfall. Suddenly, tasks at home to which we've committed, don't get done and, sadly, we are incorrectly labeled procrastinators. A whole new pattern begins and eventually we do fall victim to the label. So now you know what it is. Find out why it happens.

Don't wait to find out, turn the page now.

Procrastinators can successfully change the way they live their lives.

From our previous section we know that procrastination is the deliberate act of excessive postponing. But what are the underlying reasons why people procrastinate? We have organized this section into a series of statements and their explanations. Please read them carefully.

In the following exercise, you will find:

- Examples of common phrases or "excuses" procrastinators use.
- Supporting "quotes" about the phrases listed.
- Explanations of the procrastination phrases listed.
- Sections for you to respond with your own experience in relationship to the particular "excuses."

Please take the time to explore these sections. They are there to help understand how procrastination affects you.

How Procrastination Works Inside Your Head

A task is a task. It is our "feeling" toward the task that may cause us to procrastinate. Everyday we are confronted with tasks, whether they are writing a paper, cleaning the garage or paying our bills. Inside our heads we deal with feelings about the task that guide what we do. If those feelings are negative, we may put off the task. The result is we can use our feelings to deal with the task rationally or irrationally. The rational voice says, "I hate cleaning the garage, but because company is coming this weekend, I'd better get to it now. You never know what might come up before then." The irrational voice says, "I hate cleaning the garage and this task is just too big. I have company coming this weekend, but I can avoid taking them in the garage and really, summer is a much better time to be dealing with it."

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Users Review

From reader reviews:

Carol Pyles:

In this 21st one hundred year, people become competitive in each and every way. By being competitive at this point, people have do something to make these survives, being in the middle of the particular crowded place and notice by simply surrounding. One thing that sometimes many people have underestimated that for

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Leroy Mallett:

Spent a free time for you to be fun activity to complete! A lot of people spent their leisure time with their family, or their particular friends. Usually they performing activity like watching television, planning to beach, or picnic inside the park. They actually doing same task every week. Do you feel it? Would you like to something different to fill your own personal free time/ holiday? Could be reading a book could be option to fill your totally free time/ holiday. The first thing that you ask may be what kinds of e-book that you should read. If you want to attempt look for book, may be the e-book untitled Time Efficiency Makeover: Own Your Time and Your Life by Conquering Procrastination can be very good book to read. May be it may be best activity to you.

Leslie Mickle:

A lot of people always spent their free time to vacation or perhaps go to the outside with them family or their friend. Do you realize? Many a lot of people spent many people free time just watching TV, as well as playing video games all day long. If you want to try to find a new activity honestly, that is look different you can read the book. It is really fun for you personally. If you enjoy the book you read you can spent 24 hours a day to reading a reserve. The book Time Efficiency Makeover: Own Your Time and Your Life by Conquering Procrastination it is quite good to read. There are a lot of individuals who recommended this book. They were enjoying reading this book. In the event you did not have enough space bringing this book you can buy the e-book. You can m0ore simply to read this book out of your smart phone. The price is not too costly but this book possesses high quality.

Amanda Doss:

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