



You Can Manage Your Time Better: Change Your Thinking, Change Your Life

Lucy MacDonald

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Everyday we struggle with time - haunted by undone to-do lists, ever-fuller inboxes and missed deadlines. Often, we are so busy over-thinking the past and worrying about the future, we forfeit our enjoyment of the present. **You Can Manage Your Time Better** shows you how to maximize your time, eliminate stress and reclaim your life. Stress and anger management specialist Lucy MacDonald shares her expert tips for coping with time-pressured situations - from handling meetings at work to helping children study with exams. With more than 25 simple step-by-step exercises that cover key life skills, you will be able to defeat procrastination, identify your values, de-clutter your admin, delegate tasks, have the confidence to say 'no' and find the optimum life-work balance. This practical and inspiring guide will enable you to find time for the things that really matter to you and make the most of every day.

Effective time-management can positively affect your overall quality of life; poorly managed time can lead to feelings of frustration and stress; new addition to the **You Can** series offering tried and tested, practical tips to help you develop organizational skills. Special sections geared toward parents, students and the workplace.

Written by qualified and award-winning counselor who specializes in stress and anger management.

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Adria Jenkins:

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