



Put More Time on Your Side: How to Manage Your Life in a Digital World

Jan Yager PhD

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In PUT MORE TIME ON YOUR SIDE: How to Manage Your Life in a Digital World, sociologist, business, and relationship expert Dr. Jan Yager helps you to become more efficient a work world that is more demanding and 24/7 than ever before. In this concise and provocative book, you will learn • The #1 factor you can control to revolutionize your time management. • How to deal with distractions and fragmentation. • Coping with time wasters like over-scheduling, inadequate pacing, poor planning, procrastination, or perfectionism. • How to master office relationships and politics to save time. • Cultural considerations • and lots more For more on this productivity and relationship author and coach, visit her main website: www.drjanyager.com

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