

(Free) The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress

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Elizabeth Grace Saunders

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Elizabeth Grace Saunders : The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress before purchasing it in order to gage whether or not it would be worth my time, and all praised The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress:

15 of 16 people found the following review helpful. Good stuff for those used to excelling at everything

By Camerons
In order to have a well-balanced life with a healthy approach to stress, it is effective to have an approach that also includes how one invests one's time. Elizabeth Grace Saunders wrote a book called "The 3 Secrets to Effective Time Management" - although I gleaned the main points of the book from a summary she put in the Harvard Business Review (HBR).

Approach - can't excel at everything:
Here's the secret: Your colleagues that perform with seemingly less effort have learned to recognize and excel in what really counts -- and to aim for less than perfect in everything else. In school, doing whatever it took to produce work at a level that would please teachers pays off. A great GPA gets rewarded with scholarships and job offers. The rules changed in business. Doing A-work in everything limits success. One needs to focus more on one's strengths. I can achieve more success by fully leveraging my strengths instead of trying to shore up weaknesses. Realizing the importance of purposely deciding where I will invest more time and energy to produce stellar quality work and where less-than-perfect execution has a bigger payoff will provide more success and hence less stress.

In today's world of 24/7 access, frequent emails, and global business: no one has time for everything. Given the pace of work and the level of input in modern society, time management is dead. We can no longer fit everything in -- no matter how efficient we become. (This is what Saunders' book talks about). If you can find the HBR article she wrote - read it first - and if it piques your interest, get the book. Otherwise - if you don't get anything out of her article - you won't like the book.

5 of 5 people found the following review helpful. Goes the Extra Mile!

By John R. Bedosky
I usually don't write reviews, unless a book profoundly affects me in some way that lasts. So, I waited a bit and continued to implement what Elizabeth offers in this marvelous book. I've read so many books about productivity and time management I had almost given up expecting that someone would provide a fresh approach that works in the real world. I love this book because it speaks to us at the level of our thinking and exposes the irrational and reflexive thinking every working professional engages in habitually. Even more, Elizabeth points to the elephant in the room -- our sometimes destructive emotions that result from faulty thinking and our inability to be compassionate with ourselves while we are engaged in the process of change. This book has helped me get real by setting more realistic expectations and being honest with myself in a nonjudgmental way. Also, her use of the term "investment" is not an accident. The book addresses familiar challenges from a fresh perspective that is both empowering and easy to follow. It combines a Getting Things Done (David Allen) bottoms-up approach with a top-down life planning perspective that allows you to make immediate progress while it helps you to deal with some of the emotional and behavioral blocks to taking action. Please don't misunderstand. This is NOT a book about how figure out what you want to do with your life or how to evaluate the path you may be on now. It is geared toward immediate action and to gains in productivity and the emotional states that support them. Even if you are evaluating your life direction, you will benefit from the immediate and dramatic gains in productivity that will allow you the freedom to fully explore what life and work have to offer.

4 of 4 people found the following review helpful. life-changing book!

By Michelle Klopfer
What a fantastic book! For people like me who struggle to find enough hours in the day, this book is a must read. It taught me how important it is to schedule my own priorities and work through my fear of saying "no" to people who ask me to do things that aren't MY top priorities. This is much more than a book to help you optimize your time; it really makes you think about your own priorities. Also, it emphasizes that success has different definitions for different people, and your time-investment strategy needs to support your own definition of success. I read it cover-to-cover, then I went back through and wrote down answers to all of the questions Elizabeth posed in the book. That deep reflection really helped me to adapt her recommendations to my own life. I have implemented these changes, and I feel much more in control of my own life. Every morning, I start out with "me" time, reading during breakfast and then exercising. I limit my email and internet checks to 3 times per day, allowing me to focus on my work and be more productive. I set aside time each day to strengthen relationships with my husband and children; I plan weekly social time with friends. Overall, Elizabeth's time investment approach has helped me identify what aspects of my life are most important to me and then devote the appropriate time to those components. I highly recommend this book to anyone who feels chronically busy or is lacking direction. If you really reflect on the questions in this book and apply her recommendations, your life will change!

Time management skills that work! A proven method for going from stressed and overwhelmed to peaceful and confident in three easy steps

The 3 Secrets to Effective Time Investment addresses the three key elements of effective time investment: priorities, expectations, and routines. Saunders helps you identify negative mental patterns that sabotage your attempts to change and teaches how to create new "rules" that align thoughts with desired results. Her method combines high-level introspection about where to focus with practical skills for making decisions, cultivating relationships, saying "no" at the right times, and investing in proper self-care. Elizabeth Grace Saunders is the founder and CEO of Real Life E, a time coaching and training company that empowers overwhelmed individuals to feel peaceful, confident and accomplished through an exclusive Schedule Makeover process.