



The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress: Foreword by Cal Newport, author of So Good They Can't Ignore You

By Elizabeth Grace Saunders

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Time management skills that work! Reboot your entire life in three simple steps

Quick Reference Guide included with over 30 online tools and 40 done-for-you routines

Is it possible to keep up on life, let alone enjoy it, when you're overloaded and overwhelmed--with work, with errands, with emails and texts, and with relationship responsibilities? You get things done, but do you get them done well? Do you have enough time for other people--and for yourself?

The 3 Secrets to Effective Time Investment takes you beyond simple time management to provide you with the skills and outlook you need to completely revamp the quality of your life. You'll learn how to reorient your mindset and use simple routines to accomplish more than you ever dreamed possible.

Packed with tips and advice about how to overcome crippling emotions like guilt, let go of the compulsion to be perfect, and overcome the most common obstacles to a life well managed, this powerful, holistic, total-life guide is founded on three powerful principles:

Secret #1: Clarify Action-Based Priorities

Determine what's most important to you and define exactly what you will do to invest in those priorities

Secret #2: Set Realistic Expectations

Shift expectations of yourself and others from the realm of the ideal to the realm of the possible

Secret #3: Strengthen Simple Routines

Develop healthy habits so the flow of your life moves effortlessly toward your highest goals

A renowned authority in her field, Elizabeth Grace Saunders illustrates exactly how her methods work through case studies of time-coaching clients, and she provides a quick-reference guide of real-life example routines on everything from exercising regularly to moving forward on a dreaded project.

The 3 Secrets to Effective Time Investment does more than help you make the best of the time you have. It gives you the tools, insight, and guidance you need to overhaul your entire life.

Praise for *The 3 Secrets to Effective Time Investment*:

"You don't just need to manage your time, you need to invest it. This book offers key insights on what it means to live life well by getting things done and enjoying the ride." -- Marshall Goldsmith, New York Times bestselling author of **MOJO** and **What Got You Here Won't Get You There**

"If you lack grit--which most of us do--read this book. Elizabeth's practical insights on how to strengthen good time investment habits can help you develop the focus, discipline, and tenacity you need to achieve success." -- Heidi Grant Halvorson, PhD, author of **Succeed** and **Nine Things Successful People Do Differently**

"I love the main thesis of this book--that time management is less about managing your time and more about managing your emotions. That alone is a good reason to read this book." -- Peter Bregman, CEO of Bregman Partners, Inc., and author of **18 Minutes**

"From the very phrase 'time investment,' you know this book is something special. Direct and powerful and easy to implement, Elizabeth has a key ingredient to your success right here." -- Chris Brogan, CEO of Human Business Works and New York Times bestselling coauthor of **The Impact Equation**

"If you are going to go from ordinary to extraordinary success, you need to invest your time in your top priorities. Elizabeth teaches you how to do just that." --Scott Gerber, founder of the Young Entrepreneur Council

"This book can help you move past your blocks, invest your time wisely, and ultimately transform your life in the process." --Jenny Blake, author of **Life After College: The Complete Guide to Getting What You Want**

"This book is magical." --Ash Kumra, cofounder of DreamItAlive.com; author of Confessions from an Entrepreneur series; and public speaker

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Editorial Review

About the Author

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 coaching process and training programs. Stiletto Woman named Saunders one of the "Top 25 Amazing Women of the Year" and The Stevie Awards for Women in Business selected her as a finalist in the "Best Young Entrepreneur" category.

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