



Time Power: The Internationally Acclaimed System for Empowering Productivity at Work and Home

Charles R. Hobbs

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Time Power: Century 21 Edition by Charles R. Hobbs is the internationally acclaimed system for empowering productivity at work and at home. Don't work harder, plan smarter with TIME POWER. Learn how to devote time each day to planning and you'll reap incredible rewards—at work and home. Time Power shows you how to:

- Align your personal goals with your job duties.
- Increase personal productivity
- Handle priorities by learning the difference between vital and urgent
- Cope with demands
- Delegate effectively
- Reduce crisis management
- Procrastinate effectively
- Identify and eliminate time wasters
- Anticipate and control events
- And find extra hours in the day for your personal life

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