

THE ONE-MINUTE PLAN TO START— AND FINISH—THOSE TASKS!

Do you put off until tomorrow what you should do today?
Until next week? Until next month?
Forever?

Don't worry. Help is here. In this quick and practical guide, time management expert Jeff Davidson offers a plan to overcome procrastinators' syndrome once and for all! Davidson shows you how to:

- Use the computer as a tool to get motivated
- Take on the hard stuff first
- Minimize office distractions
- Break through blockage and complete your to-do list

With these sixty practical tips, you can get motivated, get organized, and get going—starting now!



Jeff Davidson is the author of numerous books, including *The 60 Second Organizer* and *The Complete Idiot's Guide to Managing Your Time*, as well as the audiobook *The Power of Simplicity*. Davidson, a resident of Chapel Hill, NC, is also a noted professional speaker. Visit his Web site at www.BreathingSpace.com.

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The
60 SECOND
SELF-STARTER

DAVIDSON



“A quick, witty read packed with nuggets of wisdom that will provide many *aha* moments.”

—Mac Anderson, Founder, Successories, Inc.

The 60 SECOND SELF-STARTER



Sixty Solid Techniques for
Motivating Yourself at Work

- Jump-start new projects
- Wrap up unfinished business
- Empty your inbox
- Set and meet deadlines
- Create and fulfill goals

JEFF DAVIDSON