

**THE 3 SECRETS TO EFFECTIVE TIME
INVESTMENT: HOW TO ACHIEVE MORE
SUCCESS WITH LESS STRESS BY
ELIZABETH GRACE SAUNDERS**



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Foreword by Cal Newport, author of *So Good They Can't Ignore You*

the 3 secrets to

effective

time

investment

How to Achieve More
Success with Less Stress

Elizabeth Grace Saunders

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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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THE 3 SECRETS TO EFFECTIVE TIME INVESTMENT: HOW TO ACHIEVE MORE SUCCESS WITH LESS STRESS BY ELIZABETH GRACE SAUNDERS PDF

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 Routine

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

- Published on: 2015-12-29
- Formats: Audiobook, CD, Unabridged
- Original language: English
- Number of items: 7
- Dimensions: 6.50" h x 1.00" w x 7.13" l,
- Running time: 9 Hours
- Binding: Audio CD

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Most helpful customer reviews

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 Amazon 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!

See all 53 customer reviews...

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