



# Take Back Your Time: How to Regain Control of Work, Information, and Technology

*Jan Jasper*

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## **Take Back Your Time: How to Regain Control of Work, Information, and Technology** Jan Jasper

For every successful person in a perpetual-crisis mode--swimming in papers, overrun with complicated new technology, hamstrung by details, and starving for time--Jan Jasper's *Take Back Your Time* offers simple, practical strategies for getting back your desk, your peace of mind, and most of all your time.

At last, a clear, practical, and supportive guide to getting out from under the memos, Post-its, catalogs, magazines, e-mail messages, old clothes, and other clutter taking over your space and our lives. Written with a generous understanding of why we hold on to clutter and other self-defeating habits, the book covers:

- Conquering desktop clutter
- Taking your personal time inventory
- Beating procrastination
- Managing information overload-
- Using technology sanely
- Using a day planner to maximum benefit
- And much more.

The result of more than a decade of helping high-powered clients get organized, this is a very useful guide to taming the electronic (and paper) tiger, and regaining control over your life.

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