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smaller tasks and do one of the smaller tasks or set a timer and work on the big task for just 15 minutes by doing a,
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process of planning and exercising conscious control over the amount of time spent on specific, alan lakein offers
straightforward no nonsense advice on how to manage time more efficiently there are many good points in this volume
and to mention all of them would require a lengthy review a few of the most outstanding nuggets are as follows, one
Alan Lakein is a well-known author on personal time management including how to get control of your time and your life. Former U.S. President Bill Clinton started reading his books every few years. Lakein's book, *How to Get Control of Your Time and Your Life*, which has sold over 3 million copies, offers effective strategies for managing time and stress.

Lakein's methodology, known as the ABC method, was originally developed by him. It involves assigning a priority status to each of the items on your to-do list, with A items being the most important, B items being of secondary importance, and C items being the least important. This helps in prioritizing tasks based on their urgency and importance.

Lakein emphasizes that planning is bringing the future into the present so that you can do something about it now. He argues that failing to plan is planning to fail. Organizing in a way that makes sense to you, he suggests, is vital to making sure your wishes are carried out and your family is taken care of after you've gone.

In his autobiography, *My Life as a Time Management Consultant*, Lakein shares his journey as a business coach consultant, bringing solutions to ophthalmologists and optometrists since 1998. His expertise in eyecare business solutions comes from years of practical clinic experience with increasing responsibilities from licensed certified optician director to multi-location business operations vice president of operations and president of, how to get control of your time and your life what gloria steinem and i b m have in common both have sought the advice of alan lakein

Lakein's book, *How to Get Control of Your Time and Your Life*, is a classic of time management at least twice over the years and benefited from it each time. Lakein's holistic approach to time management includes setting goals, both short and long term, and emphasizes the importance of assigning a priority status to tasks. His approach is designed to help individuals and families save money and invest wisely, while ensuring that their wishes are carried out after they've gone.

In his later years, Lakein focused on final expense planning, which is crucial to estate planning. He believed in celebrating someone's passing with a simple traditional ceremony or a celebration of life ceremony with costs that fit their budget. He encouraged planning in a way that makes sense to each individual to ensure that their wishes are carried out after they've gone.

Lakein's legacy continues to influence time management and estate planning practices, shaping the way individuals and families approach planning for their future and the future of their loved ones.
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