



# The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer

By Helene Segura

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**The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer** By Helene Segura

## Slay procrastination, distraction, and overwhelm!

The Inefficiency Assassin™ presents a revolution in time management books - a way to improve productivity and Kick Chaos to the Curb™ once and for all! You will learn how to:

- Create productive calendars, yet morph time when you need to put out fires (or chase the opportunity of lifetime)
- Slay lost time and beat back overwhelm from procrastination, interruptions and distractions
- Implement productivity hacks so you can excel professionally *and have a life outside of work*

This book is exactly what professionals-on-the-go and entrepreneurs need! This time management book addresses and solves every known productivity road block known to man...and woman. Readers who implement the strategies and tactics in this guide will never have an issue with time management again. Period.  
Ever.  
The end.

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*By Helene Segura*

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## **The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer** By Helene Segura **Bibliography**

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### Editorial Review

#### Review

“With Helene Segura’s help, you can say farewell to guilt and exhaustion and to being overworked and overwhelmed.”

— **Erin Rooney Doland**, editor-in-chief of [Unclutterer.com](http://Unclutterer.com) and author of *Never Too Busy to Cure Clutter*

“Wow, Helene Segura really gets it.... She knows how to go from the big picture down to the little details and how to create the right context to not only get more done but also feel better about it. She doesn’t just have great ideas; she also organizes them in a user-friendly way so you can get the most out of them. This is the book to get.”

— **Ari Tuckman, PsyD, MBA, ADHD expert and author of *More Attention, Less Deficit***

“Helene Segura offers innovative solutions for your productivity roadblocks.... Follow her recommendations, and you’ll gain countless hours of newfound time.”

— **Laura Stack**, founder of *The Productivity Pro, Inc.*, and author of *Doing the Right Things Right*

“*The Inefficiency Assassin* slays chaos and indecision. As a person with attention-span and follow-through issues, I was grateful to discover that Helene Segura shares the doable secrets to take my creativity from ideas to reality. And she does it in bite-sized, digestible chunks even I can handle. Everyone who wants to achieve something important needs *The Inefficiency Assassin*.”

— **Jeff Anderson**, writing consultant, speaker, and author of *10 Things Every Writer Needs to Know*

“Teeming with strategies for becoming more organized and effective.”

— *Library Journal*

“I am a big fan of managing your time as effectively as possible. Helene outlines the quickest ways to make that happen. It’s a must read.”

— **Jane Atkinson**, author of *The Wealthy Speaker 2.0*

"Since being more efficient means having more time for the people we love and the things we enjoy, Segura’s manual for efficiency is a must-read for anyone who feels bogged down by too many tasks."

— *The Shanghai Daily*

#### From the Back Cover

Who doesn't want more time and energy for family, friends, and personal passions? Author Helene Segura coaches real people in the real world to operate more efficiently during the work day, so they can have a life outside of it. Her engaging time management program caters to diverse learning styles, offering case studies for readers to self-diagnose and zero in on the strategies most appropriate for them. These wonderfully doable techniques -- for clearing task lists, managing reminder systems, scheduling a variety of priorities, and even telephone and email control -- apply to anyone wanting to streamline and better manage their productivity levels. Thanks to Segura's astute attention to personality, *The Inefficiency Assassin* meets readers where they are struggling and details quick and easy-to-implement strategies to, as Segura promises, "kick chaos to the curb."

"Wow, Helene really gets it: time management is really about life management. She knows how to go from the big picture down to the little details and how to create the right context to not only get more done but also to feel better about it. She doesn't just have great ideas, she also organizes them in the book in a user-friendly way so you can get the most out of them. This is the book to get."

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About the Author

As *The Inefficiency Assassin*, **Helene Segura, MA Ed, CPO**, has spoken to thousands of go-getters, teaching them stress management by regaining control of their chaotic work and personal lives. She's coached hundreds of personal productivity clients to improved performance and has been featured as an organizational expert in over one hundred media appearances.

## **Users Review**

**From reader reviews:**

**Lavelle Hildreth:**

What do you regarding book? It is not important to you? Or just adding material when you require something to explain what you problem? How about your spare time? Or are you busy person? If you don't have spare time to accomplish others business, it is make one feel bored faster. And you have spare time? What did you do? Everyone has many questions above. They should answer that question simply because just their can do this. It said that about guide. Book is familiar in each person. Yes, it is appropriate. Because start from on kindergarten until university need this particular *The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer* to read.

**Mary Torres:**

Exactly why? Because this *The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer* is an unordinary book that the inside of the book waiting for you to snap it but latter it will distress you with the secret this inside. Reading this book beside it was fantastic author who have write the book in such awesome way makes the content inside easier to understand, entertaining means but still convey the meaning completely. So , it is good for you because of not hesitating having this any longer or you going to

regret it. This phenomenal book will give you a lot of positive aspects than the other book get such as help improving your ability and your critical thinking way. So , still want to hesitate having that book? If I were being you I will go to the e-book store hurriedly.

**Lonnie Fazio:**

Playing with family inside a park, coming to see the water world or hanging out with good friends is thing that usually you might have done when you have spare time, and then why you don't try point that really opposite from that. Just one activity that make you not feeling tired but still relaxing, trilling like on roller coaster you have been ride on and with addition of knowledge. Even you love The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer, you are able to enjoy both. It is great combination right, you still would like to miss it? What kind of hang-out type is it? Oh occur its mind hangout fellas. What? Still don't get it, oh come on its identified as reading friends.

**Sarah Lopez:**

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