

# Time Saving Tips

## Beat Procrastination Now

(NAPSA)—For many people, difficulties at work, at home and even with their health can all be traced to the problem of procrastination—putting things off.

The solution to this nemesis is available from Ken Blanchard,

**The  
On-Time,  
On-Target  
Manager**

How a  
"Last Minute Manager"  
Conquered Procrastination

**Ken Blanchard**

Cofounder of *The One Minute Manager*® and *Turning Fans*

**Steve Gottry**

Cofounder of *A Kick in the Garret*

Foreword by Jerry Colangelo, chairman and CEO of  
Arizona Diamondbacks and Phoenix Suns



Ph.D., management and inspirational guru, in *The On-Time, On-Target Manager—How a "Last Minute Manager" Conquered Procrastination* (William Morrow, \$19.95) by Blanchard and Steve Gottry. In a mere 126 pages, Blanchard and Gottry quickly and easily explain how to end this devastating problem so that even the busiest student, businessperson or parent can find the answer.

It proposes three steps to put procrastination behind you, NOW. The first is **Priority**, decide what's most important. The second is **Propriety**, doing the right thing at the right time for the right reason. The third is **Commitment**, that is, whatever you do, do it with all your might.

These three concepts of triage, explained through the delightful story of "Bob, the Last-Minute Manager" and the sample forms and charts in the book, can help you become on time, on target and change your life for the better.

Advises Phil Hodges, coauthor of *Leadership by the Book*, "Don't put off reading this book." It's available at your favorite bookstore or online retailer.

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