



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

Helene Segura

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Slay Procrastination, Distraction, and Overwhelm!

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 workday, so they can have a life outside it. Her engaging time management program caters to diverse learning styles, offering case studies that allow readers to self-diagnose and zero in on the strategies most appropriate for them. Anyone wanting to streamline workflow and improve productivity can employ her wonderfully doable techniques — for clearing task lists, handling reminder systems, scheduling a variety of priorities, and even managing emails and phone calls. 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."

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

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Author : Helene Segura

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From Reader Review The Inefficiency Assassin: Time Management Tactics for Working Smarter, Not Longer for online ebook

Dogsandbooks says

Some really good actionable tips. Retained on Total Boox shelf for rereading

Beth says

Great book with many practical and doable suggestions for managing your time.

Susan says

This is an excellent, practical book about how to eliminate time waste from your day and get more done by planning more efficiently.

This is a book I will read again--lots of great strategies for evaluating your goals, time use, workspace, and more.

April Taylor says

Excellent book on time management. Full of things you can put to work in your life so that you can make the most of your time.

Gina Grone says

The beginning was promising, laying out your priorities/goals for work and personal life and then planning according to those priorities. However, there wasn't much new beyond that, just the same things I could/have read by searching "productivity tips" online. The book did persuade me to turn off most of my email notifications at work, but other than that, I didn't learn anything new.

nikki says

this book is marketed towards people who are *much more busy and successful* than i am, and more specifically for those in a business career. this book is for people who need time management skills to help them better organise their limited time with their chaotic schedule, as opposed to people like me, who are just, frankly, hopelessly incompetent and procrastinate every little thing in our lives like our lives depend on it. for me, to put it as succinctly as possible, it's a case of chronic procrastination that is slowly and

constantly eroding my life.

so, spiel over, while i'm not at all the target audience of this book, i thought the overarching ideas would still be relevant, and wanted to give this book a read. i flipped between the table of contents and chapters, choosing sections that seemed relevant to my own life -- goal setting, for example, is not something i'm exactly ready for as i have never been able to comprehend how to set a goal. **the chapters i found useful:** 4, 14, 20, and all of part 4 (ch 31-43) - specifically *chapter 36: i procrastinate...a lot*. from these i took notes and i put up some reminders around my room and turned it into a sort of mini-time management workshop.

tl;dr: in a sort of detached, adjusted way, i found the information in this book quite useful. whether i'll follow through, we just don't know, but there's good stuff to pull from here. some content might be reminders of things you already know, but i find reminders are always a good thing to reinforce and get your subconscious mulling over.

Cathleen says

I wasn't crazy about the wording of the title, but the book has useful content and some targeted tactics and strategies. There's good information about scheduling and time blocking, tips I'll share with incoming students. Although it's geared toward people who work in business, there are enough pertinent strategies for others, as well.

Britt says

This guidance book leaves you desiring depth, sure for basic concepts and structure there are some decent tips. Yet most of the information could have been attained with a smaller word count and possibly a pamphlet or Internet article. The book claims to be a source for time management tactics and much of it was mainly common sense. What could be obtained from the book could be found online, if you're a conservative spender like me it's not worth the 17\$ price tag I borrowed a copy from my local public library. If you want to save time here are the chapters I found beneficial Ch. 3, 21, 27, 28 and 29

Emma Sea says

ETA: although this wasn't the book for me, I actually bought a paperback copy as a gift for someone, so I do think it's got a lot to offer.

Original review:

I would definitely recommend this book to new graduates entering the full-time office workplace for the first time, or for someone who is a recovering hoarder, or reentering the workforce after a long break. There's good stuff in here, but it would be most useful for people who need a good amount of hand holding. There are chapters detailing various types of file storage¹, email wording, how to physically lay out your desk/office etc, as well as the most efficient way to handle your workflow.

If you are already experienced in the workforce, and what you want is to make a real difference to your life by an order of magnitude, skip this. Read instead *The 4-Hour Workweek*, or, even better, read the summary.

¹ you think I'm kidding about the handholding thing? There's even a link to "a brief video on how to contain papers on your desk." Here's a real quote from the book:

Determine what kinds of paper holders or containers would be easiest for you to use.

If the paper-capturing devices that you use are not über-easy to manipulate, then you won't have an easy time storing those papers. If this step isn't as simple as possible, then you won't do it. So, what works, and what doesn't?

Binders: These are great for holding reference materials that you need occasionally. They're terrible for holding papers that you need to file or handle every day. I used to be a binder girl. I had binders for everything. But then I realized that it took far too much effort to use them. I had to punch holes, then pull out the binder, then open it up, then open up the rings, then load the paper, then close the rings, then close the binder, then put the binder back where it belonged. Egad! That's a lot of work to do every day! Now, if I had nothing else to do, I'd have time to load binders all the livelong day. But if you're like me and have a ton of other tasks that need completing, don't use binders to store incoming daily papers.

Cubbies or stacking trays: These are terrific if you deal with a lot of handouts and brochures or printer paper. It's hard to see what all the different papers are in one slot, but if they're all the same, it doesn't matter, since you just need to grab from the top of each stack.

Accordion or pocket folders that have flaps that fasten with a band: These are terrific if you are mobile and need to keep your papers organized as you get in and out of your car. They're terrible if you're planning to use them for filing daily incoming papers for the same reason as the binder above — they're too much work to open, load, and close. Find flapless accordions for daily incoming papers.

*File sorters: Taller ones are a convenient way to store manila file folders that you're currently working with — say, for client files or project files. Shorter sorters can store your *Do something* papers (see chapter 19, "Deal with Incoming Daily Paper").*

Magazine holders: These are great for holding thicker materials such as magazines and bound material, or for holding a large amount of papers related to the same subject. They're not so great if you have only a few papers at a time in that particular category, because the papers will just flop over.

Hanging files: These are awesome! Open the drawer, open the file (per Lorie Marrero, the tab should be on the front of the folder so that it easily opens), drop the paper in, and close the drawer. Sooo much easier! These can be utilized in a file tote or crate on top of your desk for daily papers, in your desk drawer for weekly papers, and in a file cabinet for all others.

If you're going to ask what order the folders should be in, I'll have to give you my standard answer: whatever order works for you. Examples:

Alphabetical

Chronological

By subject

By frequency of use

There's no law on how the folders in your file cabinet or container should be placed. What will function best for you? I have a "Favorite Products" list at www.HeleneSegura.com/30tactics if you'd like to see some examples of containers for your office. There's also a brief video on how to contain papers on your desk. At this point, it's perfectly fine if you don't yet know which containers you want to use. But your brain should be pondering this as you sort through your papers and set up your system.

Vanoochi says

Maintaining a healthy work-life balance can seem like a mission impossible, but not when you've got Helene as your comrade! As a Certified Professional Organizer and a former military officer, I know all too well the necessity of having clarity of mission and establishing work-life priorities. Helene's amazingly effective tactics and strategies will keep you focused and able to turn any mission impossible into mission complete! Her advice and down-to-earth, realistic approach to prioritizing and getting things done is like no other productivity book I've seen. I highly recommend enlisting this book as THE secret weapon in your productivity arsenal!
