

(Free) Master the Moment: Fifty CEOs teach you the secrets of time management

Master the Moment: Fifty CEOs teach you the secrets of time management

Pat Brans

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Pat Brans : Master the Moment: Fifty CEOs teach you the secrets of time management before purchasing it in order to gage whether or not it would be worth my time, and all praised Master the Moment: Fifty CEOs teach you the secrets of time management:

0 of 1 people found the following review helpful. Good points, Kindle version has formatting issuesBy CustomerI'm about 17% through the kindle version and there's an issue where the chart is both cut off, showing only the tail end, AND covering some paragraphs of text.3 of 3 people found the following review helpful. Time can truly be on your

side! By Barry Scott Zellen If you buy only one book on time management, Pat Brans' Master the Moment is the one to get! This is no lightweight motivation book. It is thoroughly researched, gleening insights from fifty corporate CEOs, elucidating their best practices for managing their most precious resource: time. Master the Moment includes tons of great ideas, exclusive anecdotes from a who's who of leading CEOs, and practical steps you can take to get more done. I particularly like these two concepts Brans introduces in his timely book: - WILL DO goals, which is a way of setting goals that are really in line with what you want. It stands for W(ithin your control) I(mportant) L(earnable) L(ove is involved) and D(ifficult) O(ptional). - CRUMBs, which are the small chunks of work you should cut your big goals into. It stands for C(learly) R(ealizable) U(nits) that serve as M(eaningful) B(uilding) blocks. Brans writes that if you set goals with WILL DO elements, you're sure to stay motivated. Then if you break up the goals into CRUMBs, and spend most of your time thinking about (and working on) your CRUMBs, you're probably going to reach the goals you set. Being under constant deadline pressures, I've long looked at time as my nemesis. But reading Master the Moment shows me how to turn the tide, so that time can now be on my side - as I learn to master the moment.

4 of 5 people found the following review helpful. How to take control of your life By John Chancellor When I see a book about time management, I get this image of tracking my time in 15 minute increments. That is absolutely not what this book is about. In my view this book is more about life mastery than it is about time management. If you learn to Master The Moment, you will automatically learn to master your life. So if you are looking to accomplished more, create more order in your life, achieve your dreams, then this is an excellent place to start. This book is about how to live in the present - how to identify what is important in your life and maintain your focus on that. Pat Brans sought out and interview 50 CEOs, looking to find their "secret to success" and then has taken the wisdom from these interviews and reduced it to a easy to understand system that anybody can follow. If you learn and apply just a fraction of the wisdom contained in this book, you will gain significant leverage on your efforts. You will greatly improve the results in your life and will do with less time and effort. The book is divided into three parts. Part one discusses the right mindset. This is foundational. If you don't approach life with the right mindset, you will always struggle. There is a real collection of wisdom in this section. You will learn (or be reminded) of so many valuable lessons - slow down to go faster, doing the right things instead of doing things right, and how to manage your attitude are just a few of the important points to the right mindset. Part two is a six step method for "good time management". Again, I much prefer to think of this a how to achieve your goals with less effort. It is not so much about managing time as it is about managing yourself. The six steps are: Identify yourself, Energize, Prioritize, Optimize (he uses the UK spelling for those words), Head off problems early and Finish things. This is full of excellent information. I know we would all do much better if we would just follow the high points of these six steps. Part three deals with how to bring about personal change. All the information in the book is built around interviews and examples from very successful CEOs, people who got to where they are by mastering the moment. There are some great stories and interesting insights from successful people. What you will come to realize from reading this book is these people did not attain their success because they were born with some special talents. Their success is a result of their mindset, their ability to get things accomplished and their ability to adapt to change. All skills that the ordinary person can learn to master by following the concepts in this book. The book has plenty of exercises to help you implement the concepts and there are over 40 specific tips on specific things to do. Our lives are ruled by habits. Most of the things we do, we do repetitively. So if you are going to Master the Moment, you will need to change some habits in your life. There is an excellent appendix in the book (which could easily be a stand alone workbook) which will help you develop the habits necessary to master your life. This is an excellent book. There are many extremely valuable lessons. This can be an excellent guide to changing and improving your life. It is not to be read just for gaining knowledge. It is a great tool to use to model your ideal life. To Master The Moment means to master your life, to take total control, to ensure your ideal life.

High achievers are not necessarily smarter or putting in more effort than those around them. But they do have different attitudes and are more careful how they use time. Pat Brans features material from interviews with CEOs of 50 companies including Columbia Sportswear, Dell, Southwest Airlines, and Virgin. The powerful ideas in the book are backed up with scientific research in areas such as motivation, procrastination, habit forming, and physical fitness.

Pat Brans' compelling book shows you how to get more done faster than ever before. More importantly, you'll learn to do things of greater value. -- Brian Tracy History's greatest leaders understood the importance of time management. Master the Moment by Pat Brans is the best book I have ever read on the subject. Exhaustively researched, skillfully conveyed, and insightful in its applications, this book should be required reading for anyone who aspires to be an effective leader. -- Donald T. Phillips Pat Brans has grilled dozens of top achievers for their secrets. This book is a lively, entertaining, and inspiring compilation of their wisdom. Every reader will find some useful tips for a better, happier, more successful life. -- Dr. Roy F. Baumeister This book is strewn with pearls of practical wisdom on the art of time management gleaned from fifty chief executives. It is a great guide to becoming a better time manager, especially for those in more senior leadership positions. Lively, stimulating and fun. -- John Adair Master the Moment is the most complete book on time management I've seen. It explains underlying ideas, it provides useful techniques,

and it even includes a well-founded and practical approach to changing habits. -- Brad Stock American Chamber of Commerce, Lyon, France Pat Brans gives us a tool for self discovery - to find what we do best and where we fall short with Father Time. Looking through the eyes of the world's highest achievers, this book will guide you to see yourself at the head of the boardroom (or of your family) and provide you tips on how to live a fuller life. -- Roby Chavez Fox Television Inc., Washington DC Pat Brans' style--anecdotal and practical--makes Master The Moment a true pleasure to read. Beyond entertaining and insightful, it is full of stories that are both useful and inspirational. The examples demonstrate that the people who accomplish remarkable things in business are not those with the most "natural talent", but rather those who are most willing to evolve and improve. Time management is a learned skill, and we can all learn from this book. -- John Sadowsky From the Inside Flap "Pat Brans' compelling book shows you how to get more done faster than ever before. More importantly, you'll learn to do things of greater value." -- ?Brian Tracy, Author, Time Power and Eat That Frog "History's greatest leaders understood the importance of time management. Master the Moment by Pat Brans is the best book I have ever read on the subject. Exhaustively researched, skillfully conveyed, and insightful in its applications, this book should be required reading for anyone who aspires to be an effective leader." ?-- Donald T. Phillips, Author, Lincoln On Leadership "Pat Brans has grilled dozens of top achievers for their secrets. This book is a lively, entertaining, and inspiring compilation of their wisdom. Every reader will find some useful tips for a better, happier, more successful life." ?-- Dr. Roy F. Baumeister, Author, Is There Anything Good About Men? "This book is strewn with pearls of practical wisdom on the art of time managementnbsp; gleaned from fifty chief executives. It is a great guide to becoming a better time manager, especially for those in more senior leadership positions. Lively, stimulating and fun." ?-- John Adair, Author, Effective Leadership Development "Master the Moment is the most complete book on time management I've seen. It explains underlying ideas, it provides useful techniques, and it even includes a well-founded and practical approach to changing habits." -- ?Brad Stock, President of the American Chamber of Commerce in Lyon, France "Pat Brans gives us a tool for self discovery - to find what we do best and where we fall short with Father Time. Looking through the eyes of the world's highest achievers, this book will guide you to see yourself at the head of the boardroom (or of your family) and provide you tips on how to live a fuller life." -- ?Roby Chavez, Reporter, Fox Television Inc., Washington, DC "Pat Brans' style - anecdotal and practical - makes Master The Moment a true pleasure to read. Beyond entertaining and insightful, it is full of stories that are both useful and inspirational. The examples demonstrate that the people who accomplish remarkable things in business are not those with the most "natural talent", but rather those who are most willing to evolve and improve. Time management is a learned skill, and we can all learn from this book." ?-- John Sadowsky, author and leadership coach About the Author Visiting professor at GGSB, Pat Brans also provides corporate training on time management and personal effectiveness. He has held senior positions with three large organizations (CSC, Hewlett-Packard, and Sybase) where he focused on applying technology to enhance workforce effectiveness. Now he takes productivity to another level by unveiling the secrets of high achievers.