



Secrets to Getting More Done in Less Time

Donna Otto

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Deadlines. Clutter. Unending responsibilities. These things and many others can overwhelm the daily experience of joyful living for most women. Now home and life management expert Donna Otto reveals how secrets of the trade will help readers get more done *and* have time left over.

With Donna's proven methods and practices, the least organized or most overworked woman will discover easy ways to--

- master time and maximize it
- use personalized planners effectively
- involve the family so everybody benefits

Handy forms, clever advice, relatable examples from Donna's life, and contagious enthusiasm make this a productive and inspirational read. Home owners, brides, stay-at-home moms, and women in the workforce will appreciate these easy steps to a better life.

Formerly titled *Get More Done in Less Time*

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