



7

steps to
***better manage
your time***

www.selfemotionalcontrol.com • Nicola Russo

IT CONTAINS
the best 100 affirmations
for your success
Vol. 5



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7 steps to better manage your time

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What's in this book for me?

This book was written with the intention to providing you with the information you need to improve your ability to manage your time. First of all, I would like to congratulate you for the choice you have made in buying this book. It is clear from this act that you want to discover and use new techniques to improve your skills and abilities to manage your time to do whatever you have planned. I promise you that in this book you will find what you are looking for to achieve those results that will transform your life and the one of those who are near you.

In today's judgment-based world, it is easy to relinquish to external pressure to continually change your program, unless you have clear priorities in your mind, you'll fall into the temptation to make mistakes of running behind the commitments without achieving anything.

It is extremely easy to lose sight of what are the urgent or necessary things to do, that's because in this modern era there are so many causes of distraction as ever before.

The book deals with communication techniques, especially with the time that you spend planning your activities. It is indispensable to understand that self-discipline is never destroyed or constructed in a single day, but

what can happen is that in one single day the process of growing or destruction can be activated. Therefore, from today you can take these seven systems or steps on the road that leads you to your well-deserved goal: managing your time at best.

Everything you've done so far has served you to make you the person you have become, by taking over this book in your private and working life you will find easy to use its new systems which can elevate you and your skills to higher levels. My intention at the end of these seven chapters is that you have a project of steps to follow that can enormously help you plan and follow your schedule.

The book will show you that not only it is possible to get the confidence you need to become an effective and expert manager of your and of your team time, but you can succeed at any other type of management you want.

Below here I will briefly mention the main points discussed in this book and some secondary points in order to arouse interest in the exposed material:

1) Start first into the mind and then on the “field”

- Create a program
- Motivation as fuel in the turbine
- Creating a program helps to manage the difficulties

2) Organize your life

- The greater the obstacle is, the greater the result is!
- Practice has its great importance

3) Eliminate distractions

- Social mobile
- But enough is enough!

4) Catch the moment and fight the sedentary life

- Be aware of the small signals of growth
- Falling does not mean that you were wrong
- Consider every minute of your life as a gift

5) Your subconscious and method A.I.R. to purchase your time

- Describe the problem and ask the question
- After writing the question let it to incubate
- Write responses or solutions to the problem you have placed

6) The method: using the affirmations

- You are not the first and you will not be the last
- Give yourself time
- Consider the following instructions as prescriptions for your results

7) 100 Best affirmations to better manage your time



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***Thanks to the content of this book,
you will be able to:***

- “Starting on the right foot”, that is: first have clear ideas in mind and then implement them on the ground.
- Distinguish between actions that generate the best result and those that are less productive in optimizing time.
- Make yours the concept that: “the greater are the obstacles, the greater are the triumphs”.
- Know how to value the experience you acquire as you implement your programs.
- Always give due importance to the motivation that drives you to make a choice over another.
- Using the right discipline to eliminate distractions and regain energy and precious time.
- Seize the right opportunities to learn how to perfect time management.
- Interact with your subconscious mind and receive the right inputs to improve the quality of your choices, actions, and related results.

- Overcoming the uncertainties and fears that slow down or even block your desire to optimize the management of your time
- Tap into a wide range of thoughts and phrases that you can use to attract success.



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