



It's About Time!: 10 Smart Strategies to Avoid Time Traps and Invest Yourself Where It Matters

Carolyn Castleberry

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Award-winning reporter Carolyn Castleberry brings workable solutions to help women discover and apply the right strategies for time management in their lives, freeing them to invest themselves in what really matters.

American women are in a time crisis. There's just not enough time. They are doing more but enjoying it less. Fueled by both internal and external pressures, they run from task to task without pausing to ask themselves, "Do I really want to do all this stuff? Why can't I get a handle on managing my time?" How can they find true time balance in their supercharged, over-scheduled lives?

Carolyn Castleberry, anchor and co-host of *Living the Life* on ABC's Family Channel, has not only asked herself these questions, but she has interviewed countless accomplished newsmakers over the years. Determined to bring workable solutions to women, she commissioned a national survey on women and time. Roughly half of those surveyed feel busier than they did five years ago (50%), don't feel there's enough time to get everything done (45%), and say they don't have enough time for themselves (43%). One in three women (34%) described themselves as overwhelmed.

This book delivers proven, effective strategies for time management. First, it offers women a chance to take a self-test to see where they fall on the "time-balance scale," a tool to assist the reader in diagnosing her time management style in order to apply the right strategies and biblical principles to fit her needs. Castleberry describes five major groups of women when it comes to time management: the Overwhelmed, the Procrastinators, the Pressured, the Self-Stressed, and the Balanced. Once diagnosed, readers discover the unique factors standing in their way of effectiveness. They explore the time traps that need to be avoided -- those habits, decisions, and disempowering thoughts and words that literally steal time. Then with smart biblical strategies in place, readers will discover how to select their true priorities and invest their talents, careers, and selves in living to do what really matters.

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