

— THE BETTER LIFE SERIES —

PRACTICAL PSYCHOLOGY FOR REAL LIFE

BOOK
17

TIME MANAGEMENT MASTERY

Take Control of Your Time,
Set Better Priorities and
Create Space for What Matters



ALDEN M. CORVALE

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You cannot create more time. You can create more intention.

PUBLISHER NOTE

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This book is educational. It offers general psychological and behavioral information, not diagnosis, psychotherapy, medical treatment or crisis care. Examples are illustrative rather than case reports.

Research in psychology describes averages and probabilities, not guarantees for every person. Use the practices that fit your situation, adapt them when needed, and seek qualified professional support when a problem is persistent, severe or unsafe.

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PREFACE

Time Management Mastery is built around a simple idea: useful change becomes more likely when psychology is translated into behavior. This book is not a promise of a perfect life, a permanent mood or a personality transplant. It is a practical guide for noticing patterns, making smaller choices and building systems that survive ordinary weeks.

The subject of time management is often surrounded by slogans. Slogans can be memorable, but they are poor instructions. The chapters ahead separate attractive ideas from workable practices. You will find short explanations, realistic examples and exercises that can be tested immediately. When research is mixed, the book says so. When a claim is correlational rather than causal, the distinction matters.

Treat the exercises as experiments. A strategy that helps one person may need adaptation for another person's work, family, finances, culture, health or responsibilities. Your goal is not to complete every prompt. Your goal is to build a small set of practices that improve the way you live.

INTRODUCTION - REAL CHANGE IN REAL LIFE

Most change fails at the point where an inspiring idea meets a crowded Tuesday. That is why this book emphasizes small decisions, environmental design, communication, review and recovery. You cannot create more time. You can create more intention. The better question is not 'Can I do this perfectly?' but 'What would make a better response more likely next time?'

Each chapter ends with a short practice. Do not rush through them. Pick the few practices that address your actual friction. Track what happens. Keep what works. Simplify what does not. Real change is rarely dramatic from the inside; it is usually a series of ordinary choices that begin to form a different pattern.