

NEWS FROM:



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CUT TO THE CHASE-

and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time

By Stuart R. Levine

In an age when Americans are spending more hours than ever at work, people share the troubling concern over how to maximize their most precious resource - time. **CUT TO THE CHASE-and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time** (Currency/Doubleday, January 2007; \$19.95) is about regaining the gift of time by cutting to the chase at work. It shows readers how getting to the point more quickly leads to success, not only in business, but in life.

Those who thrive at work prioritize their focus and maximize their limited time and energy. Approaching tasks with a sense of clarity and purpose leads to better, faster results, leaving people more time to spend on family, friends, passions and interests that are important in their work and lives.

In **CUT TO THE CHASE**, Levine offers 100 no-nonsense, easy to implement strategies on how to get to the essentials in conducting meetings, handling conversations and reports, anticipating and solving problems, and more. These concise rules, when taken to heart, can help readers liberate themselves and gain back the gift of time! Some of Levine's practical lessons include:

- #23- The first twenty minutes: 5 key things to do immediately when you arrive at work to organize the day ahead.
- #50- Tell them if the baby is ugly: don't be afraid to constructively challenge people's thinking with honest feedback.
- #31- Bag consensus: it's important to get everyone's input, but you can't afford to wait for everyone to agree.
- #96- Renew yourself everyday: taking a few minutes each day will give you a fresh perspective on your work and life, energize you, and increase your focus.

CUT TO THE CHASE is an invaluable resource to help readers make the most effective use of their limited time. As Levine says, "Cutting to the chase is about more than getting to the point. It's about defining your purpose...knowing your world...concentrating...and ultimately, it's about understanding that your time is, quite literally, your life."

ABOUT THE AUTHOR

Stuart R. Levine is Chairman and CEO of Stuart Levine & Associates, LLC, an international consulting and leadership development company. Previously, Levine was the CEO of Dale Carnegie & Associates where he co-authored the international bestseller *The Leader in You*. He is also the author of the national bestseller, *The Six Fundamentals of Success*. He has appeared on NBC-TV's the *Today* show, CNN, CNBC, and PBS and has been profiled in the *New York Times* and *USA Today*.

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