

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

By Stuart R. Levine

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In *Cut to the Chase*, bestselling author Stuart R. Levine reveals 100 no-nonsense rules on how to be more effective at work and make the best use of your most precious resource: *your time*.

Just before CEO and consultant Stuart Levine appeared on the *Today* show to discuss his book *The Six Fundamentals of Success*, co-host Matt Lauer said to him, "You know what really drives me nuts? When people come into my office for a five-minute conversation and an hour later, they're still there! Why can't they cut to the chase?"


Lauer's question echoed the concerns Levine has heard from business people and top executives at every level: How can I get more done? How can I stay focused? How can I condense my workday so that I can become more successful and still spend more time with the people I love?

Levine's answer? By cutting to the chase. Successful individuals are the ones who make the best use of their time and energy. They approach each task with clarity, focus, and purpose. They prioritize. They don't allow others to waste their time. They understand the importance of refueling their batteries outside of work. In *Cut to the Chase*, Levine distills the expertise of hundreds of CEOs, leaders, and professionals into 100 concise, invaluable lessons about how to get to the point, stay on track, and be more successful in everything you do.

In an age where we spend more hours at work than ever before, *Cut to the Chase*

is the indispensable guide for taking control over your time so that you can lead a happier, more balanced life.

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