



WHAT READERS SAY ABOUT 'TIME MATTERS'

"This book is packed full of useful, easy-to-follow tips. It quite simply transformed my working life."

Fiona Murdoch, freelance journalist and author of *Everyday Heroes*, *(Veritas) Able Lives (Veritas)* and *Victor Bewley's Memoirs (Veritas)*.

"Julia, I read your book on Tuesday. Wednesday, Thursday and today (Friday) have been the three most productive days of my working life. I've been so focussed! I'm already looking forward to Monday (I normally spend my weekends dreading Mondays)."

Alice R., Management Consultant.

"I found the book practical, succinct and very user-friendly"
AH, Company Director, Dublin

