

The Final Generation of

# TIME MANAGEMENT

in Six Steps



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## ***Introduction to English Version***

*Although the procedure at majority of books in area of soft skills is reverse (= first English version, then translation into a minority language), this text was adapted from the Czech original "Time management nejvyšší generace v kostce". The author of the original is David Gruber, the co-author of the original is his son Jan Gruber, PhD. As for adaptation into English, incl. translation, the majority of work has been done by Jan. As for David, we can mark him as a „co-adaptor" or „co-translator".*

*The adaptation into English required some remarks. These remarks are included as footnotes. Several examples and context can be unfamiliar for people from English speaking countries. The vast majority of David Gruber's work was accomplished behind the Iron Curtain, but the basic principles presented in the text should be general enough. Therefore only minor additions were needed. We hope that the result will serve your best interests, self-improvement and that you will enjoy the book as much as more than one million of Czech readers enjoyed and enjoy more than 50 David Gruber's books since 1979.*

*David and Jan Gruber, March 2013*