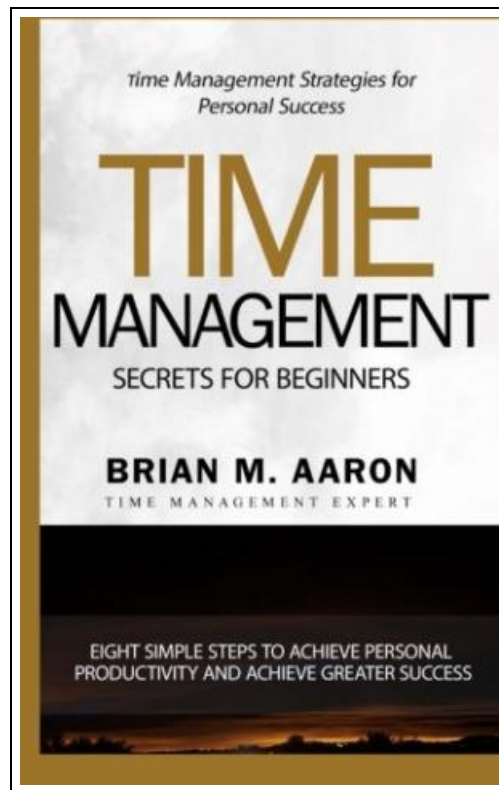


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TIME MANAGEMENT SECRETS FOR BEGINNERS: EIGHT SIMPLE STEPS TO INCREASE PERSONAL PRODUCTIVITY AND ACHIEVE GREATER SUCCESS (PAPERBACK)



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Createspace Independent Publishing Platform, United States, 2015. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Pretty much everyone knows what time management is all about. A lot of books have been written on the subject and many inspirational speakers have dwelt on it. There are even TV programs that use time management as their principle focus, either showing how to do it, why to do it, and what happens if you don't do it. The issue with this overexposure is that a lot of individuals are still left thinking what they are doing wrong. They attempt every one of the hints, traps, and methods that different specialists urge them to apply to their lives. Yet, despite doing everything, they can't seem to manage their time well. Part of the problem is that some do not understand what time management is all about and what it can do. Do you find yourself in this category? If so, not to worry, this book will give the simple steps you need to take to become an effective time manager and increase your productivity. If you have not totally given up on trying to incorporate solid time management ideas and techniques into your life, then this book is written with you in mind. Instead of trying to repeating all the countless concepts, theories, and other complex variations of this simple principle, let's explore the fundamentals of time management and then conclude on how to select the right strategies and settings to use to suit your life and career. This book caters to those who find themselves in the categories below: -Time management for students -Time management for men and women -Time management for writers -Time management for entrepreneur -Time management for parents -Time management for teens...

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