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Organize Your Day: 15 Steps to Achieve Your Full Potential (Paperback)

By Lecturer in Criminology Trevor Jones

Createspace Independent Publishing Platform, United States, 2017. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Have you ever thought on what you could achieve if you could really organize your day and make the most of it? Do you know that most of us are trapped in unproductive activities that hurt our everyday performance? What would you say if I told you that if you just put a bit of thought and proven knowledge in organizing your day you could easily free enough time to enjoy with your family, make more money, start a business or simply relax and enjoy life? What actionable and realistic time management and organizing tactics will you learn? -Understanding the value of time -How to use a to-do list to really improve your productivity to the next level -How to prioritize your tasks and make the most of the time you devote to each activity -How to use incentives to enhance your productivity -The Importance of preventing procrastination and the proven methods to stop it Do you know most of us could achieve 10x more productivity if we just applied simple and proven tactics in our workday? How will...



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