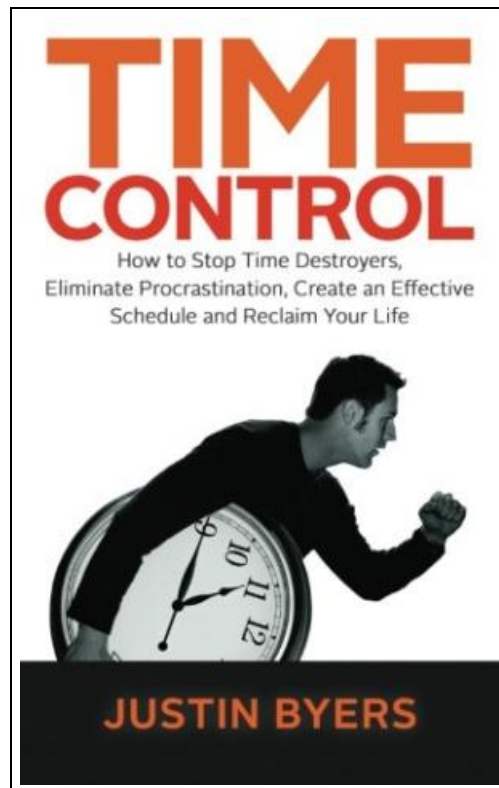


## Time Control: How to Stop Time Destroyers, Eliminate Procrastination, Create an Effective Schedule and Reclaim Your Life



Filesize: 7.2 MB

### **Reviews**

*Merely no words to clarify. I could comprehend almost everything using this published e publication. It is extremely difficult to leave it before concluding, once you begin to read the book.*




*(Lori Terry)*

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Createspace, United States, 2011. Paperback. Book Condition: New. 201 x 124 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.How many times have you thought, There are not enough hours the day or, Where did all my time go today? Do you lay in bed at night, feeling as if you barely finished anything? Are you rushing from place to place to accomplish things, only to realize that you have only finished a few of the things you wanted to? Have you caught yourself putting off tasks again and again, which causes you to feel like you are in a huge heap of disorganization? Time Control: How to Stop Time Destroyers, Eliminate Procrastination, Create an Effective Schedule and Reclaim Your Life will give you simple ways to take control of your time and your life that you can implement today. You ll learn: Very easy techniques that you can use to increase your productivity, leading you to a less-stressful day What causes procrastination, how to avoid getting sucked into the procrastination trap, and how to stop procrastination completely How to plan a daily schedule which will include time to accomplish both your short term and long term goals Methods to make sure that at the end of each day you accomplish what you wanted, while having more time to do what you really want to do How to not let temporary setbacks, delays, or just plain misfortune bother you if you miss accomplishing something Easy time-wasters to eliminate from your day, giving you even more time to accomplish what you want You ll marvel at the simple yet powerful techniques which will dramatically change how you deal with your days. Get what YOU want out of YOUR day by picking up Time Control: How to Stop Time...

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