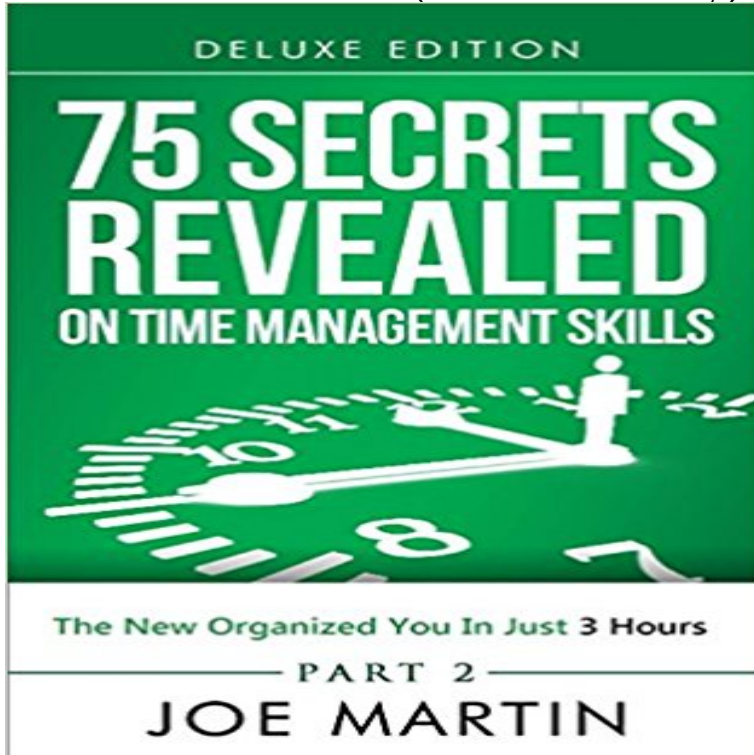


## 75 Secrets Revealed on Time Management Skills: The New Organized You In Just 3 Hours (10 Mins A Day) (Volume 2)



I have broken down this book into 15 chapters. Each chapter has 5 tips. Over the years, I have talked to many clients about their inefficiency to manage time. I have written this book by keeping those problems in mind. WHAT YOU WILL LEARN? 5 Habits of Extremely Effective Mediocre People Prep For Your First Monthly Review Ways To Bust A Bad Mood And Get the Job Done In Less Than 10 mins How To Make Time For Everything And Avoid Being Overworked? Be More By Doing Less: Removing the distractions in Business Parkinsons Law: Get 10X More Done In Less Time Debunking The Silent Cockpit Theory And Using It To Your Advantage How To Be Your Own Executive Assisant? First Things First: The Fastest Way To Avoid Low Priority Tasks Why You Need Public Accountability To Achieve Your Goals? Motivation Through Conscious Goal Setting My Time In A Pickle Jar Have A Little Treat Be Your Own Life Coach Confront Your Time Bandits

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