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Time Management: How to Multitask, Improve Productivity and Stop Procrastination

By Lance Macneil

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. At one point in our life most of us have stopped for a moment or two, opened our eyes widely and just admired the person standing in front of us. How do some people do it? Where is the catch? And why is it always you that is struggling to stay in touch with the fast pace of your everyday routine? It's all about managing your time. Mastering this skill is essential for maximizing the outcome of your daily obligations and using your free time in an efficient way. Following the guidelines offered in this book will help you successfully avoid the traps of a busy schedule and enable you to quickly, easily, and effectively develop your time management skills. Through understanding the notions of procrastination, multitasking and stress-free productivity, you will be offered the opportunity to alter your perception of time and, most importantly, set yourself free from a chaotic and unproductive schedule. There is no reason to beat yourself down if you are unsuccessful in managing your time. In today's fast-paced...



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