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## The Art of Getting Things Done.: The Secret of Highly Effective People.

By MR Manoranjan Kumar

Createspace, United States, 2014. Paperback. Book Condition: New. 198 x 129 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Do you want to know the secret of highly effective people? Few people know. Then get the book The art of getting things done out now by Manoranjan Kumar! Our society has changed massively in the past few decades. Every day, we face an increased magnitude of challenges, stresses and competitions. The rumbling shifts in our society and workplaces demands us to face our day to day activities in a productive manner. This book will show you the art of getting things done. By breaking your unproductive habits, pinpointing when it happens before it happens, so that you can take on a complete project that has been causing you qualms. And finally, aids you in achieving the success you intended. In these step by step actions, you will learn how to develop a pyramidal focus to get a lot done faster. You will learn how to break old unproductive habits, avoid multitasking and regain a deep focus. For every problem, there invariably exists a solution. It is present in the form of natural laws and principles. All we...



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