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## Getting Things Doneyesterday: Proven Methods and Tools for Time Management, Productivity, and Order in Your Life

By Melanie Hutchinson

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Do you feel overwhelmed by everything you need to finish? Is balancing work or school (or both) with home and family stressing you out? Do you feel like you never get anywhere on your to do list? Would you be more successful if you managed your time more effectively? You certainly would, and that is the reality behind Melanie Hutchinson s book Getting Things Done: Proven Methods and Tools for Time Management, Productivity and Order in Your Life. Hutchinson pulls no punches with the urgency of the problem of poorly-managed time: stress can actually kill us. But stress is really an issue of our thought life, rather than a physical condition or illness. Getting Things Done gets us into the action steps immediately by having us first identify our priorities.We can t do everything we re asked to do - we have to say no to some things. We need to determine ahead of time what the most important matters are, and what is not important to us personally. Hutchinson recommends meditation as a method...



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