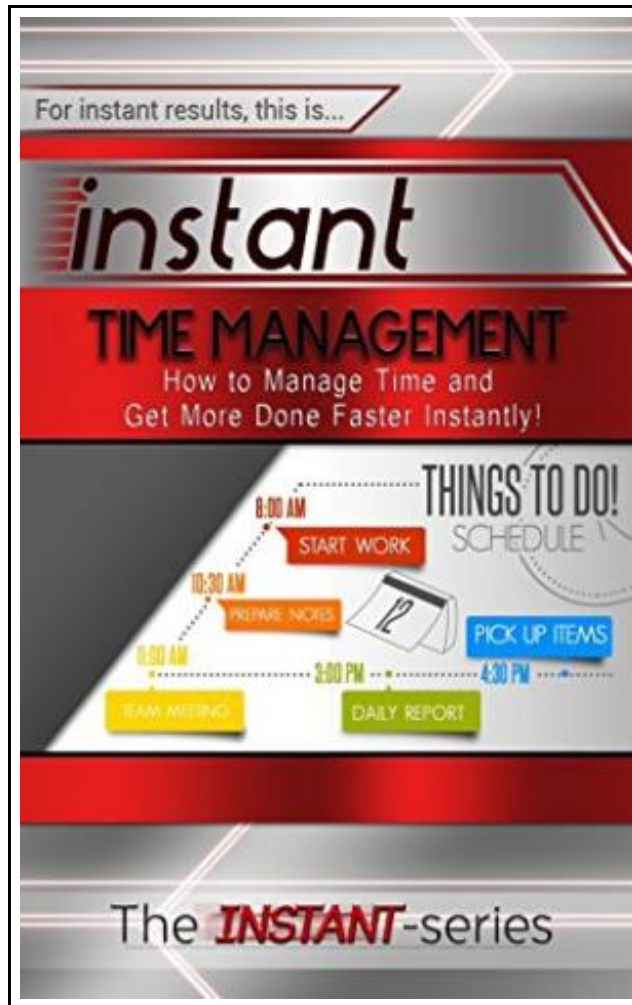


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Createspace, United States, 2015. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.The Instant-Series Presents Instant Time Management How to Manage Time and Get More Done Faster Instantly! Look at the time. What time is it? Certainly, not enough of course. You hasten the pace trying to get done whatever it is you re trying to do, but before you know it,time s up! You have to turn in what you re doing by the deadline or stop to go do something else requiring your immediate attention as other duties call. How often do you find yourself in such predicament, where you feel pressured from pressed for time, not able to get much done and get things done on time? Plus, solely increasing the pace is not any better if compromising quality for poor work or careless errors to be made. The key is, you have to know how to manage time. YOUR TIME that is. Time management is a lot simpler than it seems, but many people are oblivious to it. All it takes are some simple time management strategies and techniques and YOURSELF. The real secret behind time management is you have to properly organized and managed yourself because you can t control time. Time can not be controlled; it will keep going no matter what. Only you can control yourself to work with the amount of time you have by management of it. In fact, time is the only commodity you can get back. Time is invaluable, more so than anything else. If you ask successful people, what is the one they like to have more of in their everyday life (it s not money) - it s time; the time to do all the things they...



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