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Haley Holliday

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Want to get more things done in less time without the feeling of being overwhelmed?Effective Time Management will help you to debunk myths about productivity and give you 10 Productivity Habits and 10 Productivity Tools to help you make small tweaks in your lifestyle that will move you towards your goals on a daily basis.This works because you will have a systematic way to rank your to-do list and task, with actionable tools to push you to your goals, or even punish you for non-fulfilment. By taking a step closer to your goals on a daily basis, you will be able to complete

your important to-do list, live out a fuller and more meaningful life and yet be on top of things. Inside, you will learn: The Eisenhower Matrix to prioritise your tasks Understand how your body works and find the optimal time to do work Incorporate 10 Productivity Habits to optimise your day 10 Action Tools/ or Apps to keep track of your daily goals and progress 8 Meditation Exercises to help you get into the Zone And much, much more! Would you like to know more? Download and start moving towards your goals and dreams. Scroll up and click the buy button.

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