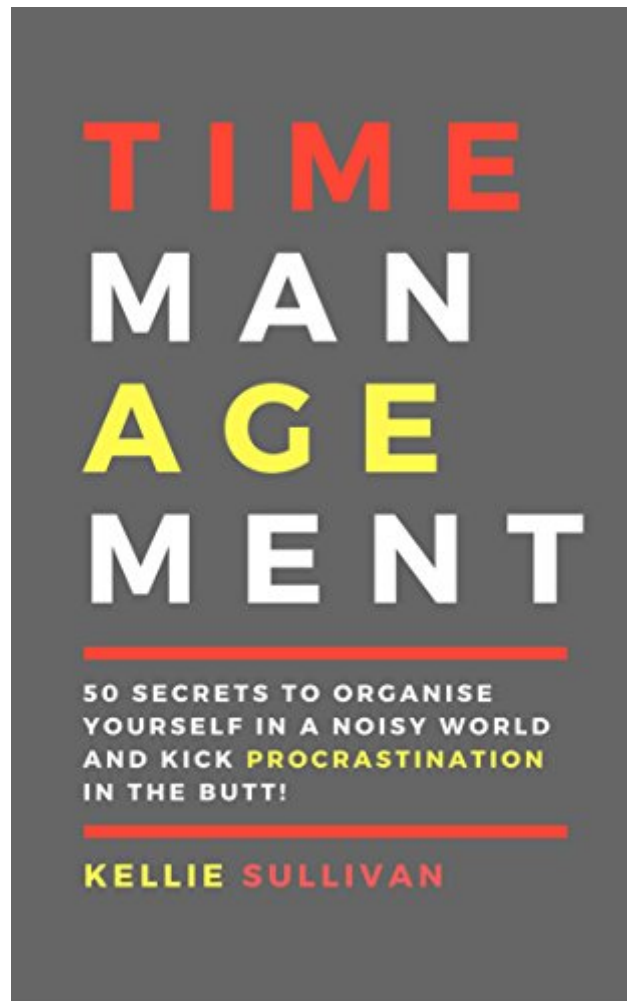


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# Time Management : 50 Secrets To Organise Yourself In A Noisy World And Kick Procrastination In The Butt!



## Synopsis

Time Management- Let's get sh#t done! A Short Read With Easy To Apply Practical Tips & Powerful Knowledge That Will Help You In No Time! Free Bonus Inside! The majority of us often use the lack of time as a reason for not finishing a particular task. But why do other individuals who are given similar task successfully finish the same project at the same time frame? This is because they know how to manage their time efficiently to accommodate all their responsibilities. Each of us is given similar amount of time. It is how we use it that makes a difference. This book contains proven steps and strategies on how to become more productive through managing your time effectively and does all your responsibilities seamlessly. This book also reveals the secrets of how the most popular individuals around the world had achieved their tremendous success and how you can be just like Bill Gates, Warren Buffet and many other successful individuals. Although the secrets revealed might not instantaneously give you millions of dollars, it can help take your living to greater heights. Here Is A Preview Of What Inside The Book: Identify time management and how to manage it properly Easy Step by step on how to handle your time and boost productivity Learn how to prioritize your important tasks How to stop procrastination and time wasting List of 50 top tips on time management And more Take Action Today and Take Control Of Your Time! Click the "Buy now with 1-Click" to the right and get this guide immediately.

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## **Customer Reviews**

Time is a very important factor in our lives and be managed effectively to be more productive. However time management is very challenging to most of us and sometimes we find ourselves wasting much time. Am so glad I came across this book as it has really helped me in time management. It gives very important and helpful tips on time management and will help make use of our time effectively. The author more so,helps us in dealing with procrastination which really is a challenge. Kudos to the author. A well written book.

The writer did a great job in this book, this book contains proven steps and strategies on how to become more productive through managing your time effectively and does all your responsibilities seamlessly. This book also reveals the secrets of how the most popular individuals around the world had achieved their tremendous success and how you can be just like Bill Gates, Warren Buffet and many other successful individuals. Although the secrets revealed might not instantaneously give you millions of dollars, it can help take your living to greater heights. Recommended.

This book contains lots of helpful guidelines and practical tips.It teaches you how to work smart and how to use your time. In this book you will learn the concepts of discipline,goal setting and primary function to time management. This guide taught me how to set goals, prioritize tasks, and stay focused for a happy and productive life. I found it extremely well-written & to the point. I definitely recommend it to everyone who is struggling with managing their own time!

Time management has been my problem ever since I was in my junior years. Usually, I procrastinate on things and ended up not getting it done. Now, I was about to lose my job because of not using my time wisely and failing to set a schedule. This has been a wake up call for me. I find so many helpful tips on this guide. There are 10 suggestions I could try to make myself proficient without freaking out in spite of the noisy surrounding I have. Contrary to my belief, multitasking is not a smart thing to do as it may lessen one's efficiency.

The author correctly noted that in our crazy world, where everything is always somewhere in a hurry, it is very important to learn how to organize their time, their efforts. This helps to avoid stress and get a good result at the end of the day. Many of the tips easy to apply in practice, I took them to the service in my daily life. An excellent guide for beginners in time management!

This is a great book to read, to the point, and helpful. The most important tip to take away from it is a matrix TO DO list. Focus on the important things, don't drown in the every-day little things. Still highly recommended by me, especially considering how little time it takes to read. This is a resource I intend to keep around for a long time.

I always wanted to find way to be faster and in the same time, good in my job. So I search for that kind of book, and I found this book. In this book you can find everything you must to do to be productive and how to organize your stuff, and have more success in your work or study. I think this book can say more things. This book is short for me. But I recommend to all.

The book is a short read but is full of ideas. It has provided practical tips about time management. Time is a very important factor in our lives and be managed effectively to be more productive. This book is very well explained and easy to understand. I would recommend it to all of them who are looking for a book on Time Management.

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