



## Time Management: Skills to Increase Productivity, Become Organized, and Get Things Done (Paperback)

By Anthony Jordan

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Learn to improve your time management skills by using the techniques included in this book! Here is an introduction of what you ll learn from this book today: The clock is ticking and, once again, you are beyond behind in your work. You have been working diligently, or about as diligently as possible, and you still find yourself behind. This is a common occurrence in the world today; both in professional and personal settings. In most cases, the problem is not lack of time to do what is needed; it is lack of proper time management. Learning how to better manage your time can make all the difference in the world. Time management is the practice of scheduling certain tasks that need to be done in a manner in which will optimize productivity. In this book we will cover: the different ways to better manage time, how to fight procrastination, and different boredom buster techniques that will not only optimize productivity, but also reduce stress. For many who have a lot to complete in a...



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