



**Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule)**

*Charles Harvey*

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## **Are You Tired of Procrastinating and Wasting Away Your Day?**

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**Have you every had a lot to do in a day, and felt overwhelmed to the point where nothing gets done? Do you have many tasks in your day and never know where to start? Do you struggle with always looking at social media while trying to be productive?**

When you download *Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done*, you will start maximizing your productivity each day! You will discover how to improve and increase your efficiency and time management skills

**Publisher's Note: This expanded 2nd edition of *Time Management* has FRESH NEW CONTENT to make managing your time even easier than before!**

These easy tools and techniques will **increase your productivity**. You'll be happy to see that you are **achieving your goals** and **getting more done** throughout your days.

**Within this book's pages you will find answers to these questions and more. Just some of the questions and topics covered include.**

- Budgeting Your Free Time
- Habits of Time Management
- Characteristics of Organized People
- Effective Tips for Good Time Management
- Goal Setting

This book breaks training down into easy-to-understand modules. It starts from the very beginning of having great time management skills, so you can get **great results** - and achieve massive success!!

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